

# **Iowa IDEA 97 Implementation Plan**

**Revised Draft Plan 10/22/97**

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**NOTE: The Iowa Department of Education, Bureau of Special Education is the party responsible for all actions contained within this plan. We will continue to collaborate with other agencies and constituents as appropriate.**

## **DEFINITIONS**

Subsection/ Paragraph	Actions	Timelines	Method of Verification
602(7), (9), (10), (20), (21)	Include terms and definitions for “equipment”, “excess cost,” “Indian,” “Indian tribe,” “parent organization,” and “parent training and information center” in Administrative Rules <i>if used</i> in the Rules. [41.5]	July 1, 1999	Document review
602(3)(B)	Rewrite Administrative Rules to include new provisions for children ages 3 through 9 in definition of eligible individual. [41.5]	July 1, 1999	Document review
602(19)	Rewrite Administrative Rules to add “legal guardian” in definition of parent. [41.5]	July 1, 1999	Document review
602(22)	Rewrite Administrative Rules to include “orientation and mobility” in description of support services. [41.86]	July 1, 1999	Document review
602(30)	Rewrite Administrative Rules to include “support and related services” in description of transition planning. [41.72]	July 1, 1999	Document review

## **AUTHORIZATION**

Subsection/ Paragraph	Actions	Timelines	Method of Verification
611(g)(2)(B) Subgrants to LEAs	Revise administrative procedures for distribution of flow-through dollars of subrecipients.	November 1, 1988	New procedures

## STATE PLAN

Subsection/ Paragraph	Actions	Timelines	Method of Verification
612(a)(1)(A) FAPE	Rewrite the State Plan to include the language “including children with disabilities who have been suspended or expelled from school.”	April 1, 1998  * Date includes all notice, public hearings and approval procedures as per 300.280	Revised State Plan
612(a)(3)(A) Child Find	Revise Chapter III, General Policy Statement, to state “including children with disabilities attending private schools.”	April 1, 1998*	Revised State Plan
612(a)(3)(B)	Revise Chapter III to add language “Construction-Nothing requires that children be classified by their disability so long as each child who requires special education is regarded as a child with a disability.”	April 1, 1998*	Revised State Plan
612(a)(4) IEP	Revise Chapter IV introduction to include language “an individualized education program, or an individualized family service plan (IFSP) that meets the content of IFSP plan requirements, is developed, reviewed, and revised for each child with a disability in accordance with Individualized Education Program requirements.”	April 1, 1998*	Revised State Plan
612(a)(6)(A) Procedural Safeguards	Revise language in Chapter V, Procedural Safeguards, to include all new requirements of section 615.	April 1, 1998*	Revised State Plan
612(a)(6)(B)	Add the Additional Procedural Safeguards language to the “Implementation procedures” section of Chapter V.		
612(a)(7) Evaluation	Revise Chapter VIII, Protection in Evaluation Procedures, to include all new requirements of section 614(a) through (c).	April 1, 1998*	Revised State Plan
612(a)(18) Confidentiality	Revise Chapter VI, Confidentiality of Personally Identifiable Information, to include new requirements of section 617(c).	April 1, 1998*	Revised State Plan

## STATE PLAN

Subsection/ Paragraph	Actions	Timelines	Method of Verification
612(a)(9) Transition from Part C to Preschool	Revise Chapter XIX, Transition from Part H to Part B Programs, to reflect changes in section 612(a)(9), 637(a)(8), 614(d)(2)(B) and 636(d).	April 1, 1998*	Revised State Plan
612(a)(10)(A) Private School	Revise language in Chapter XI, Private School, section “Placement of Children By Parents” to describe the services and funding requirements.	April 1, 1998*	Revised State Plan
612(a)(10)(B)	Revise Chapter XI to include new language on placement by Public agency.	April 1, 1998*	Revised State Plan
612(a)(11)(C)	Revise Chapter XI to include language on private school payment when child is parentally placed.	April 1, 1998*	Revised State Plan
612(a)(11) General Supervision	Add language to Chapter XIV, Annual Evaluation, Part A Responsibility for Monitoring and Evaluation, which identifies the party responsible with respect to children with disabilities who are convicted as adults under State law and incarcerated in adult prisons.	April 1, 1998*	Revised State Plan
612(a)(12) Ensuring Services	Revise Chapter XVII, Interagency Agreements, to include language from section 612(a)(12).	April 1, 1998*	Revised State Plan
612(a)(14) CSPD	Revise Chapter X, Comprehensive System of Personnel Development, to include new requirements of 612(a)(14).	April 1, 1998*	Revised State Plan
612(a)(16) Performance Goals	A chapter will be added to the State Plan addressing all requirements of 612(a)(16).	April 1, 1998*	Revised State Plan
612(a)(17) Participation in Assessments	A chapter will be added to the State Plan addressing all requirements of 612(a)(17).	April 1, 1998*	Revised State Plan

## STATE PLAN

Subsection/ Paragraph	Actions	Timelines	Method of Verification
612(a)(19) Maintenance	Revise Chapter XV, Description of Use of Part B Funds, to include an assurance statement that the state will not reduce the amount of State financial support for special education and related services for children with disabilities or otherwise made available because of the excess costs of educating those children, below the amount of that support for the preceding fiscal year.	April 1, 1998*	
612(a)(21) State Advisory Panel	Revise the Assurance Statement pertaining to SEAP to include the new requirements of 612(a)(21).	April 1, 1998*	

## PERFORMANCE GOALS AND INDICATORS

Subsection/ Paragraph	Actions	Timelines	Method of Verification
612 (a)(16)(A)	Through individual surveys, receive stakeholder input about performance goals and indicators for students with disabilities.	January 5, 1998	Product Review
	Consolidate input from stakeholders and use SEAP to select goals.	March 1, 1998	Product Review
612 (a)(16)(B)	Develop indicators for selected performance goals.	May 1, 1998	Product Review
612 (a)(16)(C & D)	For the 1998-99 school year, include student with disabilities performance goals in a state report.	July 1, 1999	Product Review
	Revise State improvement plan as necessary.	July 1, 1999	Product Review

## PARTICIPATION IN ASSESSMENTS

Subsection/ Paragraph	Actions	Timelines	Method of Verification
612 (a)(17)(A)(i)	<p>Create stakeholder committee to develop alternate assessment participation criteria and accommodation guidelines. (Provide relevant research and other state experiences to committee.)</p> <p>Develop criteria and receive feedback from SEAP.</p> <p>Include criteria in state IEP training manual.</p> <p>Develop skill training materials for IEP teams regarding the use and purpose of the Alternate Assessment criteria to be used by AEAs and LEAs.</p> <p>Modify state compliance forms to include a review of district alternate assessment guidelines.</p> <p>Disseminate information about the criteria to parents through conferences (e.g., Low Incidence Conference), parent advocates, and brochures.</p> <p>Review relevant state code to determine if changes are necessary to reflect the use of an alternate assessment for students who meet IEP team criteria.</p>	<p>November 1, 1997</p> <p>February 1, 1998</p> <p>March 1, 1998</p> <p>March 1, 1998</p> <p>May 1, 1998</p> <p>May 1, 1998</p> <p>July 1, 1999</p>	<p>Product Review</p> <p>Product Review</p> <p>Product Review</p> <p>Product Review</p> <p>Conference Proceedings &amp; Review</p> <p>Code review</p>
612 (a)(17)(A)(ii)	<p>Use alternate assessment stakeholder committee to develop alternate assessment guidelines and other products (e.g., example alternate assessment) that can be used by AEAs and LEAs. (Provide relevant research and other state experiences to committee.)</p> <p>Develop skill training materials for AEAs and district teams regarding the development and use of alternate assessments.</p>	<p>March 1, 1998</p> <p>May 1, 1998</p>	<p>Product Review</p> <p>Product Review</p>

## PARTICIPATION IN ASSESSMENTS

Subsection/ Paragraph	Actions	Timelines	Method of Verification
612 (a)(17)(B)	<p>For reports the state provides to the public the following information will be included for assessments that are reported for regular education students:</p> <p>number of children with disabilities participating in regular assessments</p> <p>number of children participating in alternate assessments</p> <p>performance of children with disabilities on regular assessments</p> <p>performance of children with disabilities on alternate assessments</p>	<p>For reports for 1997-98 school year</p> <p>For reports for 1997-98 school year</p> <p>For reports for 1998-99 school year</p> <p>For reports for 2000-01 school year</p>	Product Review (all items)

## SPECIAL EDUCATION ADVISORY PANEL

Subsection/ Paragraph	Actions	Timelines	Method of Verification
612(a)(20)	1. Chair, Esther Roth will appoint Panel work group to examine discrepancy between federal requirements and current membership. *Note: work group members are Bob Olson (chair), Suana Knau, Sally Pederson, Teri Ross, Jean Linder & Esther Roth	9/4/97	Minutes of 9/4/97 meeting
	2. Panel facilitator, Jean Linder will mail out and follow up on survey (designed by work group) to Panel membership to determine possibility of multiple roles of current members, and to obtain a bio from each member.	9/19/97	Copy of survey
	3. Panel work group will analyze survey results and prepare a recommendation specifying how to meet the new membership requirements: <ul style="list-style-type: none"> <li>• compare current membership to IDEA requirements</li> <li>• evaluate potential solutions</li> <li>• formulate recommendation(s) for presentation to Panel</li> </ul>	10/6/97	Minutes of 12/4/97 meeting
	4. Work group chair, Bob Olson, will present work group's recommendation to the full Panel: <ul style="list-style-type: none"> <li>• oral presentation by work group chair</li> <li>• discussion on recommendation</li> <li>• consensus on recommendation</li> </ul>	12/4/97	Minutes of 12/4/97 meeting
	5. Chair will appoint a marketing work group of Panel members and others with marketing expertise that will: <ul style="list-style-type: none"> <li>• develop an awareness package about the changes in the requirements for Panel membership &amp; develop a mailing list for the general public, those with vested interest in SEAP activities.</li> <li>• initiate activities for recruitment of required members, such as letters to organizations, newsletter articles, PEC Conference, news releases, simple fact sheet, etc.</li> </ul>	11/1/97	Report by Chair at 12/4/97 meeting

## SPECIAL EDUCATION ADVISORY PANEL

Subsection/ Paragraph	Actions	Timelines	Method of Verification
(continued)	<p>6. Incorporate the recommendation to align SEAP membership with IDEA 97:</p> <ul style="list-style-type: none"> <li>• Revise the SEAP Bylaws <ul style="list-style-type: none"> <li>a) panel work group will review current bylaws and prepare required changes</li> <li>b) vice-chair will present changes to full Panel for input</li> <li>c) panel facilitator will mail out revised bylaws to members for review</li> <li>d) vote on the revised bylaws</li> </ul> </li> <li>• Develop recruitment plan (marketing work group) <ul style="list-style-type: none"> <li>a) panel facilitator will initiate recruitment plan: disseminate information on vacancies to identified groups and parents; provide and accept applications</li> <li>b) nominations committee will review applications and present the names for consideration to the state education agency</li> </ul> </li> </ul>	<p>11/14/97</p> <p>12/4/97 2/1/98</p> <p>3/5/98</p> <p>12/1/97 12/15/97</p> <p>4/15/98</p>	<p>Meeting minutes of 3/5/98</p> <p>Committee letter to state education agency</p>
	7. Appointment of new members by Director of the Iowa Department of Education	5/15/98	Letters of appointment
	8. Orientation of new members by Chair and Panel Facilitator	6/30/98	Minutes of 5/7/98 meeting

## SUSPENSION AND EXPULSION

Subsection/ Paragraph	Actions	Timelines	Method of Verification
612(a)(22) Suspension & expulsion rates	Solicit input from committee on current status of data collection requirements and practice in LEAs and AEAs.	Oct 10, 1997	Agenda and minutes of meeting
	Examine Iowa's Information Management System and determine the status of data entry regarding suspension and expulsion data.	Oct 10, 1997	Notes: Product analysis
	Collaborate with LEAs to determine how information about suspension and expulsion is maintained and coded in districts where this practice is present.	Jan 15, 1998	Agenda and minutes of meeting
	Form a work group to propose recommended action for data collection on suspension and expulsion.	Mar 15, 1998	Agenda and minutes of meeting
	Revise compliance forms to assess the collection and utilization of data on suspension and expulsion.	July 1, 1998	Notes: Product analysis
	Develop technical assistance material for implementing this component.	July 1, 1998	Notes: Product
	Develop and implement a plan for information dissemination to LEAs and AEAs	Dec. 1, 1998	Product

## LEA ELIGIBILITY (For our purposes, LEA should be read as AEA.)

Subsection/ Paragraph	Actions	Timelines	Method of Verification
613a(1), (3)	Rewrite Administrative Rules [41.22]to include all provisions of Section 612.	July 1, 1999	Document review
	Rewrite AEA Comprehensive Plan Technical Assistance Guide.	July 1, 1998	Document review
613(b)	Add provisions (Exception for Prior Local Plans) to the Administrative Rules. [41.22]	July 1, 1999	Document review
613(c)	Add this provision (Notification of Local Educational Agency or State Agency in Case of Ineligibility) to the Administrative Rules. [no current rule reference]	July 1, 1999	Document review
613(d)	Add provisions of this paragraph (Local Educational Agency Compliance) to the Administrative Rules. [41.144]	July 1, 1999	Document review

# EVALUATION

Subsection/ Paragraph	Actions	Timelines	Method of Verification
614(a)(1) Initial Evaluations	<p>Rewrite Administrative Rules of Special Education (minor revision, Refer to side-by-side. The state mandated rules procedure will be used to address any and all rule deficits.</p> <p>Develop an analysis grid for the AEAs to evaluate their materials in relation to IDEA.</p> <p>Develop an AEA Implementation Plan with each AEA based upon the results of the analysis.</p> <p>During monitoring of special education programs this subsection will need to be addressed and the state Compliance Monitoring forms revised accordingly.</p> <p>Revise AEA Accreditation Technical Assistance Guide/AEA Comprehensive Plan.</p>	<p>July 1, 1999</p> <p>January 1, 1998</p> <p>May 30, 1998</p> <p>June 30, 1998</p> <p>July 1, 1998</p>	<p>Iowa Rules</p> <p>Document review</p> <p>Document review</p> <p>Compliance Monitoring Forms</p> <p>TA Guide/Plan</p>
614(b)(1) Evaluation Procedures Notice	<p><u>Actions for written materials/TA:</u> A task force recently researched two of the IDEA notice requirements: pre-meeting for IEP and prior written notice. A 4-page draft document was developed and disseminated to BSE staff and to 200+ participants at LRP Special Education Law Conference (Aug. 97) with a request to provide input. (Refer to written document.)</p> <p>Send draft document to other targeted constituencies, e.g., AEA Special Education Directors, Parent Educator Connection, Urban Network, etc. asking for input.</p> <p>Develop dissemination plan for final document and implement.</p>	<p>Completed</p> <p>Nov. 1, 1997, unless draft regs come out making it appear the information is incorrect</p> <p>Nov. 15, 1997</p>	<p>Draft written notice document</p> <p>Plan</p>

## EVALUATION

Subsection/ Paragraph	Actions	Timelines	Method of Verification
(continued)	<p>In addition, training for all of the major changes for IDEA 97 must be planned for parents, department and Bureau of Special Education staff (BSE), LEAs, AEAs, IHEs, advocacy groups, Administrative Law Judges (ALJs), the Special Education Advisory Panel and others. We suggest the educators' training be modeled on the recent state IEP training. For parents, we suggest reps (e.g., Parent Educator Connection, Parent Training and Information Center, Protection &amp; Advocacy, AEA Special Education Directors, DE, etc.) meet to develop a plan to address the information and format parents need as a result of IDEA 97, to include the concept of teaming.</p> <p>Review Special Education Assessment document, developed by AEA Special Education Directors.</p> <p>Hold telephone conference with ALJs. Formalize training plan other than current system of sending relevant materials, inviting them to relevant training opportunities, and holding four inservices annually.</p> <p>Rewrite Administrative Rules of Special Education. (Refer to side-by-side.) State mandated rules procedure will be used to address any and all rule deficits.</p> <p>Develop an analysis grid for the AEAs to evaluate their materials in relation to IDEA.</p> <p>Develop an AEA Implementation Plan with each AEA based upon the results of the analysis.</p> <p>During monitoring of special education programs this subsection will need to be addressed and the state Compliance Monitoring forms revised accordingly.</p> <p>Revise AEA Accreditation Technical Assistance Guide/AEA Comprehensive Plan.</p> <p>The department will offer a Second Annual Special Education Law Conference, contracting with LRP Publications to assist agencies, organizations, and individuals to stay current.</p>	<p>March 1, 1998-ongoing</p> <p>March 1, 1998</p> <p>Nov. 30, 1998</p> <p>January 1, 1999</p> <p>January 1, 1998</p> <p>May 30, 1998</p> <p>June 30, 1998</p> <p>July 1, 1998</p> <p>Jan. 1, 1998 (plan only)</p>	<p>Training plan for: DE and BSE staff AEAs &amp; LEAs Parents IHEs ALJs</p> <p>Document Review</p> <p>Plan</p> <p>Rules</p> <p>Document review</p> <p>Document review</p> <p>Compliance Monitoring Forms</p> <p>TA Guide/Plan</p> <p>Plan</p>

## EVALUATION

Subsection/ Paragraph	Actions	Timelines	Method of Verification
614b)(2) Conduct of evaluation	<p>Rewrite Administrative Rules of Special Education. (Refer to side-by-side.) State mandated rules procedure will be used to address any and all rule deficits.</p> <p>Develop an analysis grid for the AEAs to evaluate their materials in relation to IDEA.</p> <p>Develop an AEA Implementation Plan with each AEA based upon the results of the analysis.</p> <p>During monitoring of special education programs this subsection will need to be addressed and the state Compliance Monitoring forms revised accordingly.</p> <p>Revise AEA Accreditation Technical Assistance Guide/AEA Comprehensive Plan.</p> <p>Written Materials/Tech Assist.: This is included in Section 614 (d)(1)(A)(i) (IEP), e.g., develop guidelines for using general education curricula, develop skill training materials on interacting with the general education curriculum, and review policy statements and state guidelines regarding new standards project.</p>	<p>July 1, 1999</p> <p>January 1, 1998</p> <p>May 30, 1998</p> <p>June 30, 1998</p> <p>July 1, 1998</p> <p>March 1, 1998</p>	<p>Rules</p> <p>Document review</p> <p>Document review</p> <p>Compliance Monitoring Forms</p> <p>TA Guide/Plan</p> <p>Document Review</p>
614(b)(4) Determinatio n of eligibility	<p>Rewrite Administrative Rules of Special Education. (Refer to side-by-side.) State mandated rules procedure will be used to address any and all rule deficits.</p> <p>Develop an analysis grid for the AEAs to evaluate their materials in relation to IDEA.</p> <p>Develop an AEA Implementation Plan with each AEA based upon the results of the analysis.</p> <p>During monitoring of special education programs this subsection will need to be addressed and the state Compliance Monitoring forms revised accordingly.</p>	<p>July 1, 1999</p> <p>January 1, 1998</p> <p>May 30, 1998</p> <p>June 30, 1998</p>	<p>Rules</p> <p>Document review</p> <p>Document review</p> <p>Compliance Monitoring Forms</p>

## EVALUATION

Subsection/ Paragraph	Actions	Timelines	Method of Verification
(continued)	Revise AEA Accreditation Technical Assistance Guide/AEA Comprehensive Plan.	July 1, 1998	TA AEA Guide/Plan
	Develop/conduct training: Refer to part of the action plan in 614(b)(1) regarding LEAs, AEAs, SEA, parents, etc.	March 1, 1998-ongoing	Plan
614(b)(5) Special rule for eligibility determination	Rewrite Administrative Rules of Special Education. (Refer to side-by-side.) State mandated rules procedure will be used to address any and all rule deficits.	July 1, 1999	Rules
	Develop an analysis grid for the AEAs to evaluate their materials in relation to IDEA.	January 1, 1998	Document review
	Develop an AEA Implementation Plan with each AEA based upon the results of the analysis.	May 30, 1998	Document review
	During monitoring of special education programs this subsection will need to be addressed and the state Compliance Monitoring forms revised accordingly.	June 30, 1998	Compliance Monitoring Forms
	Revise AEA Accreditation Technical Assistance Guide/AEA Comprehensive Plan.	July 1, 1998	TA AEA Guide/Plan
	Develop/conduct training: Refer to the action plan in 614(b)(1).	March 1, 1998-ongoing	Training plan
614(c)(1) Review of existing evaluation data	Rewrite Administrative Rules of Special Education. (Refer to side-by-side.) State mandated rules procedure will be used to address any and all rule deficits.	July 1, 1999	Rules
	Develop an analysis grid for the AEAs to evaluate their materials in relation to IDEA.	January 1, 1998	Document review
	Develop an AEA Implementation Plan with each AEA based upon the results of the analysis.	May 30, 1998	Document review

## EVALUATION

Subsection/ Paragraph	Actions	Timelines	Method of Verification
(continued)	<p>During monitoring of special education programs this subsection will need to be addressed and the state Compliance Monitoring forms revised accordingly.</p> <p>Revise AEA Accreditation Technical Assistance Guide/AEA Comprehensive Plan.</p> <p>Develop/conduct training: Refer to part of the action plan in 614(b)(1) regarding LEAs, AEAs, SEA, parents, etc. and section 614 involving IEPs.</p> <p>Revise Parental Rights brochure. Refer to section 615(d).</p>	<p>June 30, 1998</p> <p>July 1, 1998</p> <p>March 1, 1998-ongoing</p> <p>Nov. 1, 1997</p>	<p>Compliance Monitoring Forms</p> <p>TA AEA Guide/Plan</p> <p>Plan</p> <p>Parental Rights brochure</p>
614(c)(3) Parental consent	<p>In addition to everyone needing to know that parental consent must be obtained prior to conducting any reevaluation, this has implication for forms used by AEAs, and the importance of procedures to address documentation when consent is not obtained if the parent fails to respond since the LEA has to demonstrate that it has taken reasonable measures to obtain such consent.</p> <p>Rewrite Administrative Rules of Special Education. (Refer to side-by-side.) State mandated rules procedure will be used to address any and all rule deficits.</p> <p>Develop an analysis grid for the AEAs to evaluate their materials in relation to IDEA.</p> <p>Develop an AEA Implementation Plan with each AEA based upon the results of the analysis.</p> <p>During monitoring of special education programs this subsection will need to be addressed and the state Compliance Monitoring forms revised accordingly.</p> <p>Revise AEA Accreditation Technical Assistance Guide/AEA Comprehensive Plan.</p>	<p>July 1, 1999</p> <p>January 1, 1998</p> <p>May 30, 1998</p> <p>June 30, 1998</p> <p>July 1, 1998</p> <p>March 1, 1998-ongoing</p> <p>Nov. 1, 1998</p>	<p>Rules</p> <p>Document review</p> <p>Document review</p> <p>Compliance Monitoring Forms</p> <p>TA AEA Guide/Plan</p> <p>Training plan</p> <p>Parental Rights brochure</p>

## EVALUATION

Subsection/ Paragraph	Actions	Timelines	Method of Verification
(continued)	<p>Develop/conduct training: Refer to part of the action plan in 614(b)(1) regarding LEAs, AEAs, SEA, parents, etc. and Section 614 involving IEPs.</p> <p>Revise Parental Rights brochure. Refer to Section 615(d).</p>		
614(c)(4) Requirements if additional data are not needed	<p>Rewrite Administrative Rules of Special Education. (Refer to side-by-side.) State mandated rules procedure will be used to address any and all rule deficits.</p> <p>Develop an analysis grid for the AEAs to evaluate their materials in relation to IDEA.</p> <p>Develop an AEA Implementation Plan with each AEA based upon the results of the analysis.</p> <p>During monitoring of special education programs this subsection will need to be addressed and the state Compliance Monitoring forms revised accordingly.</p> <p>Revise AEA Accreditation Technical Assistance Guide/AEA Comprehensive Plan.</p> <p>Develop/conduct training: Refer to part of the action plan in 614(b)(1) regarding LEAs, AEAs, SEA, parents, etc. and Section 614 involving IEPs.</p> <p>Revise Parental Rights brochure. Refer to Section 615(d).</p>	<p>July 1, 1999</p> <p>January 1, 1998</p> <p>May 30, 1998</p> <p>June 30, 1998</p> <p>July 1, 1998</p> <p>March 1, 1998</p> <p>Nov. 1, 1998</p>	<p>Rules</p> <p>Document review</p> <p>Document review</p> <p>Compliance Monitoring Forms</p> <p>TA AEA Guide/Plan</p> <p>Training plan</p> <p>Parental Rights brochure</p>
614(c)(5) Evaluations before change in eligibility	<p>Rewrite Administrative Rules of Special Education. (Refer to side-by-side.) State mandated rules procedure will be used to address any and all rule deficits.</p> <p>Develop an analysis grid for the AEAs to evaluate their materials in relation to IDEA.</p> <p>Develop an AEA Implementation Plan with each AEA based upon the results of the analysis.</p>	<p>July 1, 1999</p> <p>January 1, 1998</p> <p>May 30, 1998</p>	<p>Rules</p> <p>Document review</p> <p>Document review</p>

## EVALUATION

Subsection/ Paragraph	Actions	Timelines	Method of Verification
(continued)	Revise AEA Accreditation Technical Assistance Guide/AEA Comprehensive Plan.	July 1, 1998	TA AEA Guide/Plan
	Develop/conduct training: Refer to part of the action plan in 614(b)(1) regarding LEAs, AEAs, SEA, parents, etc. and section 614 involving IEPs.	March 1, 1998-ongoing	Training plan
	Revise Parental Rights brochure. Refer to section 615(d).	Nov. 1, 1997	Parental Rights brochure

## IEP Content

Subsection/ Paragraph	Actions	Timelines	Method of Verification
614 (d)(1)(A) IEP Content	<p>Rewrite Administrative Rules of Special Education- 41.59</p> <p>Collaborate with the State IEP Committee in the development of all products, documents, and dissemination of materials.</p> <p>Create an IEP Task Force that is representative of all the IEP team members to guide the development of all products and documents.</p> <p>Collaborate with the IHE Task Force to address IEP content in preservice training.</p> <p>Develop guidelines and a plan to coordinate activities in the IEP work plan.</p> <p>Develop communication plan for disseminating information about the changes in IEP Content</p> <ul style="list-style-type: none"> <li>• fact sheets</li> <li>• series of papers</li> <li>• news releases</li> <li>• training</li> </ul> <p>Develop an analysis grid for the AEAs to evaluate their materials in relation to IDEA.</p> <p>Develop an AEA Implementation Plan with each AEA based upon the results of the analysis.</p> <p>Consolidate training materials from the I-SEE project with the IEP training materials.</p>	<p>July 1, 1999</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>July 1, 1998</p> <p>January 1, 1998-ongoing</p> <p>January 1, 1998</p> <p>May 30, 1998</p> <p>July 1, 1998</p>	<p>Document review</p> <p>Documents and minutes of meetings</p> <p>Review meeting minutes and products</p> <p>Documents and minutes of meetings</p> <p>Document review</p> <p>Document review</p> <p>Document review</p> <p>Document review</p> <p>Document review</p>
614 (d)(1)(A)(i) present level of performance	<p>Revise State IEP prototype, training manual, materials, and <u>Iowa Resource Manual</u>.</p> <p>Rewrite <u>IEP at a Glance</u>.</p>	<p>July 1, 1998</p> <p>January 1, 1999</p>	<p>Product review</p> <p>Product review</p>

## IEP Content

Subsection/ Paragraph	Actions	Timelines	Method of Verification
continued	<p>Rewrite Administrative Rules of Special Education- 41.67(1)</p> <p>Rewrite AEA Accreditation Technical Assistance Guide- AEA Comprehensive Plan-  Special Education A-281-72.4(5)a  Special Education B-281-72.4(5)b&amp;c  AEA Procedures on Least Restrictive Environment and the Individualized Education Program</p> <p>Revise State Compliance Monitoring Form-  Special Education Teacher  Student IEP Record Review</p> <p>Develop skill training materials defining terms and exemplary practices on interacting with the general education curriculum when developing an IEP.</p>	<p>July 1, 1999</p> <p>July 1, 1998</p> <p>June 30, 1998</p> <p>July 1, 1998</p>	<p>Document review</p> <p>Document review</p> <p>Document review</p> <p>Document review</p>
614 (d)(1)(A)(ii) goals	<p>Revise State IEP prototype, training manual, materials, and <u>Iowa Resource Manual</u>.</p> <p>Rewrite <u>IEP at a Glance</u>.</p> <p>Rewrite Administrative Rules of Special Education-41.67(2)</p> <p>Rewrite AEA Accreditation Technical Assistance Guide- AEA Comprehensive Plan-  Special Education A-281-72.4(5)a  Special Education B-281-72.4(5)b&amp;c  AEA Procedures on Least Restrictive Environment and the Individualized Education Program</p> <p>Revise State Compliance Monitoring Form-  Special Education Teacher  Student IEP Record Review</p> <p>Develop skill training materials defining terms and exemplary practices for writing measurable goals and using benchmarks or short-term objectives.</p>	<p>July 1, 1998</p> <p>January 1, 1999</p> <p>July 1, 1999</p> <p>July 1, 1998</p> <p>June 30, 1998</p> <p>July 1, 1998</p>	<p>Product review</p> <p>Product review</p> <p>Document review</p> <p>Document review</p> <p>Document review</p> <p>Document review</p>

## IEP Content

Subsection/ Paragraph	Actions	Timelines	Method of Verification
614 (d)(1)(A) (iii) statement of special ed. and related services	Revise State IEP prototype, training manual, materials, and <u>Iowa Resource Manual</u> .	July 1, 1998	Product review
	Rewrite <u>IEP at a Glance</u> .	January 1, 1999	Product review
	Rewrite Administrative Rules of Special Education- 41.67(3)	July 1, 1999	Document review
	Rewrite AEA Accreditation Technical Assistance Guide- AEA Comprehensive Plan- Special Education A-281-72.4(5)a Special Education B-281-72.4(5)b&c AEA Procedures on Least Restrictive Environment and the Individualized Education Program	July 1, 1998	Document review
	Revise State Compliance Monitoring Form- Special Education Teacher Student IEP Record Review	June 30, 1998	Document review
	Develop training materials on how to make modifications in the general education curriculum for parents, teachers, superintendents, related services, administration, etc.	July 1, 1998	Document review
	Revise draft of <u>Guidelines for Effective Practice in Paraeducator Service in Iowa</u> .	January 1, 1999	Document review
	Revise <u>Iowa Resource Manual for Educational Audiology and Education Services to Students who are Deaf or Hard of Hearing</u> .	January 1, 1999	Document review
	Revise <u>Occupational Therapy and Physical Therapy Guidelines and Occupational Therapy and Physical Therapy Resource Manual</u> .	January 1, 1999	Document review
	Review position statement on individualized health plans and emergency health plans.	January 1, 1999	Document review
	Review the Physical Education Guidelines.	January 1, 1999	Document review

## IEP Content

Subsection/ Paragraph	Actions	Timelines	Method of Verification
614 (d)(1)(A) (iv) extent the child will not participate in gen. ed.	Revise State IEP prototype, training manual, materials, and <u>Iowa Resource Manual</u> .	July 1, 1998	Product review
	Rewrite <u>IEP at a Glance</u> .	January 1, 1999	Product review
	Rewrite Administrative Rules of Special Education- 41.70(2)	July 1, 1999	Document review
	Rewrite AEA Accreditation Technical Assistance Guide- AEA Comprehensive Plan- Special Education A-281-72.4(5)a Special Education B-281-72.4(5)b&c AEA Procedures on Least Restrictive Environment and the Individualized Education Program	July 1, 1998	Document review
	Revise State Compliance Monitoring Form- AEA Director of Special Education AEA Special Education Staff Special Education Teacher Student IEP Record Review	June 30, 1998	Document review
	Revise the LRE document for Speech-Language Pathologists.	January 1, 1999	Document review
	Revise the Early Childhood LRE document.	January 1, 1999	Document review
614 (d)(1)(A)(v) district-wide assessments	Revise State IEP prototype, training manual, materials, and <u>Iowa Resource Manual</u> .	July 1, 1998	Product review
	Rewrite <u>IEP at a Glance</u> .	January 1, 1999	Product review
	Develop Administrative Rule of Special Education.	July 1, 1999	Document review

## IEP Content

Subsection/ Paragraph	Actions	Timelines	Method of Verification
continued	<p>Rewrite AEA Accreditation Technical Assistance Guide- AEA Comprehensive Plan- Special Education A-281-72.4(5)a Special Education B-281-72.4(5)b&amp;c AEA Procedures on Least Restrictive Environment and the Individualized Education Program</p> <p>Addition to State Compliance Monitoring Form- Special Education Teacher Student IEP Record Review</p> <p>Develop guidelines in administration, reporting, accommodations/modifications of district assessments.</p> <p>Develop skill training materials defining terms and exemplary practices in administration, reporting, and modifications of district assessments and how it relates to the IEP.</p>	<p>July 1, 1998</p> <p>June 30, 1998</p> <p>January 1, 1999</p> <p>January 1, 1999</p>	<p>Document review</p> <p>Document review</p> <p>Document review</p> <p>Document review</p>
614 (d)(1)(A) (vi) duration, frequency, location of services	<p>Rewrite IEP Resource Manual Revise State IEP prototype, training manual, materials, and <u>Iowa Resource Manual</u>.</p> <p>Rewrite <u>IEP at a Glance</u>.</p> <p>Rewrite Administrative Rules of Special Education-41.67(4)</p> <p>Rewrite AEA Accreditation Technical Assistance Guide- AEA Comprehensive Plan- Special Education B-281-72.4(5)b&amp;c AEA Procedures on Least Restrictive Environment and the Individualized Education Program</p> <p>Revise State Compliance Monitoring Form- AEA Director of Special Education AEA Special Education Staff Special Education Teacher Student IEP Record Review</p>	<p>July 1, 1998</p> <p>January 1, 1999</p> <p>July 1, 1999</p> <p>July 1, 1998</p> <p>June 30, 1998</p>	<p>Product review</p> <p>Product review</p> <p>Document review</p> <p>Document review</p> <p>Document review</p>

## IEP Content

Subsection/ Paragraph	Actions	Timelines	Method of Verification
continued	Write guidelines on location and provide training.	July 1, 1998	Document review
	Coordinate with LRE report, recording information in same way.	July 1, 1998	Document review
	Revise position paper on documenting the amount of time on the IEP.	January 1, 1999	Document review
614 (d)(1)(A) (vii) transition and age of majority	Revise State IEP prototype, training manual, materials, and <u>Iowa Resource Manual</u> .	July 1, 1998	Product review
	Rewrite <u>IEP at a Glance</u> .	January 1, 1999	Product review
	Rewrite Administrative Rules of Special Education- 41.67(7), 41.72(1), 41.72(2)	July 1, 1999	Document review
	Rewrite AEA Accreditation Technical Assistance Guide- AEA Comprehensive Plan- Special Education A- 281-72.4(5)a Special Education B-281-72.4(5)b&c AEA Procedures on Least Restrictive Environment and the Individualized Education Program	July 1, 1998	Document review
	Revise State Compliance Monitoring Form- Special Education Teacher Full and Individual Evaluation	June 30, 1998	Document review
	Develop skill training materials defining terms and exemplary practices for transition of 14 year olds including general and special educators, students, parents, other agencies, related services, etc.	July 1, 1998	Document review
	Revise Iowa Transition Guide	January 1, 1999	Document review

## IEP Content

Subsection/ Paragraph	Actions	Timelines	Method of Verification
614 (d)(1)(A) (viii) progress toward goals	Revise State IEP prototype, training manual, materials, and <u>Iowa Resource Manual</u> .	July 1, 1998	Product review
	Rewrite <u>IEP at a Glance</u> .	January 1, 1999	Product review
	Rewrite Administrative Rules of Special Education-41.67(6)	July 1, 1999	Document review
	Rewrite AEA Accreditation Technical Assistance Guide- AEA Comprehensive Plan- Special Education B-281-72.4(5)b&c AEA Procedures on Least Restrictive Environment and the Individualized Education Program	July 1, 1998	Document review
	Revise State Compliance Monitoring Form- Special Education Teacher Student IEP Record Review	June 30, 1998	Document review
	Develop skill training materials defining terms and exemplary practices for reporting progress on goals.	July 1, 1998	Document review

## IEP Team

Subsection/ Paragraph	Actions	Timelines	Method of Verification
614(d)(1)(B)	<p>Collaborate with the State IEP Committee in the development of all products, documents, and dissemination of materials.</p> <p>Create an IEP Task Force that is representative of all the IEP team members to guide the development of all products and documents.</p> <p>Collaborate with the IHE Task Force to address IEP content in preservice training.</p> <p>Develop guidelines and a plan to coordinate activities in the IEP work plan.</p> <p>Develop communication plan for disseminating information about the changes in IEP Content</p> <ul style="list-style-type: none"> <li>• fact sheets</li> <li>• series of papers</li> <li>• news releases</li> <li>• training</li> </ul> <p>Develop an analysis grid for the AEAs to evaluate their materials in relation to IDEA.</p> <p>Develop an AEA Implementation Plan with each AEA based upon the results of the analysis.</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>July 1, 1998</p> <p>January 1, 1998-ongoing</p> <p>January 1, 1998</p> <p>May 30, 1998</p>	<p>Documents and minutes of meetings</p> <p>Review meeting minutes and products</p> <p>Documents and minutes of meetings</p> <p>Document review</p> <p>Product review</p> <p>Product review</p>
614(d)(1)(B) (i) parent	<p>Change references in Administrative Rules of Special Education- 41.62(1)(d)</p> <p>Develop awareness level training materials on the requirements of the law and roles and responsibilities.</p>	<p>July 1, 1999</p> <p>January 1, 1999</p>	<p>Product review</p> <p>Product review</p>
614(d)(1)(B) (ii) reg. teacher	<p>Revise State IEP prototype, training manual, materials, and <u>Iowa Resource Manual</u>.</p> <p>Rewrite <u>IEP at a Glance</u>.</p> <p>Rewrite Administrative Rules of Special Education - 41.62(1)</p>	<p>July 1, 1998</p> <p>January 1, 1999</p> <p>July 1, 1999</p>	<p>Product review</p> <p>Product review</p> <p>Document review</p>

## IEP Team

Subsection/ Paragraph	Actions	Timelines	Method of Verification
continued	<p>Rewrite AEA Accreditation Technical Assistance Guide- AEA Comprehensive Plan- Special Education B-281-72.4(5)b&amp;c AEA Procedures on Least Restrictive Environment and the Individualized Education Program</p> <p>Revise State Compliance Monitoring Form- Special Education Teacher Student IEP Record Review</p> <p>Develop awareness level training materials on the requirements of the law and roles and responsibilities.</p>	<p>July 1, 1998</p> <p>June 30, 1998</p> <p>July 1, 1998</p>	<p>Document review</p> <p>Document review</p> <p>Document review</p>
614(d)(1)(B) (iii) special education teacher	<p>Revise State IEP prototype, training manual, materials, and <u>Iowa Resource Manual</u>.</p> <p>Rewrite <u>IEP at a Glance</u>.</p> <p>Rewrite Administrative Rules of Special Education-41.62(1)</p> <p>Rewrite AEA Accreditation Technical Assistance Guide- AEA Comprehensive Plan- Special Education B-281-72.4(5)b&amp;c AEA Procedures on Least Restrictive Environment and the Individualized Education Program</p> <p>Revise State Compliance Monitoring Form- Special Education Teacher Student IEP Record Review</p> <p>Develop awareness level training materials on the requirements of the law and roles and responsibilities.</p>	<p>July 1, 1998</p> <p>January 1, 1999</p> <p>July 1, 1999</p> <p>July 1, 1998</p> <p>June 30, 1998</p> <p>July 1, 1998</p>	<p>Product review</p> <p>Product review</p> <p>Document review</p> <p>Document review</p> <p>Document review</p> <p>Document review</p>
614(d)(1)(B) (iv) rep. of LEA	<p>Revise State IEP prototype, training manual, materials, and <u>Iowa Resource Manual</u>.</p> <p>Rewrite <u>IEP at a Glance</u>.</p>	<p>July 1, 1998</p> <p>January 1, 1999</p>	<p>Product review</p> <p>Product review</p>

## IEP Team

Subsection/ Paragraph	Actions	Timelines	Method of Verification
continued	Rewrite Administrative Rules of Special Education-41.62(1)	July 1, 1999	Document review
	Rewrite AEA Accreditation Technical Assistance Guide- AEA Comprehensive Plan- Special Education B-281-72.4(5)b&c AEA Procedures on Least Restrictive Environment and the Individualized Education Program	July 1, 1998	Document review
	Revise State Compliance Monitoring Form- Special Education Teacher Student IEP Record Review	June 30, 1998	Document review
	Develop awareness level training materials on the requirements of the law and roles and responsibilities.	July 1, 1998	Document review
614(d)(1)(B) (v) interpret eval. results	Revise State IEP prototype, training manual, materials, and <u>Iowa Resource Manual</u> .	July 1, 1998	Product review
	Rewrite <u>IEP at a Glance</u> .	January 1, 1999	Product review
	Rewrite Administrative Rules of Special Education-41.62(1)	July 1, 1999	Document review
	Rewrite AEA Accreditation Technical Assistance Guide- AEA Comprehensive Plan- Special Education B-281-72.4(5)b&c AEA Procedures on Least Restrictive Environment and the Individualized Education Program	July 1, 1998	Document review
	Revise State Compliance Monitoring Form- Special Education Teacher Student IEP Record Review	June 30, 1998	Document review
	Develop awareness level training materials on the requirements of the law and roles and responsibilities	July 1, 1998	Document review

## IEP Team

Subsection/ Paragraph	Actions	Timelines	Method of Verification
614(d)(1)(B) (vi) others who have knowledge	Revise State IEP prototype, training manual, materials, and <u>Iowa Resource Manual</u> .	July 1, 1998	Product review
	Rewrite <u>IEP at a Glance</u> .	January 1, 1999	Product review
	Rewrite Administrative Rules of Special Education-41.62(1)	July 1, 1999	Document review
	Rewrite AEA Accreditation Technical Assistance Guide- AEA Comprehensive Plan- Special Education B-281-72.4(5)b&c AEA Procedures on Least Restrictive Environment and the Individualized Education Program	July 1, 1998	Document review
	Revise State Compliance Monitoring Form- Special Education Teacher Student IEP Record Review	June 30, 1998	Document review
	Develop awareness level training materials on the requirements of the law and roles and responsibilities.	July 1, 1998	Document review

## IEP in Effect

Subsection/ Paragraph	Actions	Timelines	Method of Verification
614(d)(2)	<p>Collaborate with the State IEP Committee in the development of all products, documents, and dissemination of materials.</p> <p>Create an IEP Task Force that is representative of all the IEP team members to guide the development of all products and documents.</p> <p>Collaborate with the IHE Task Force to address IEP content in preservice training.</p> <p>Develop guidelines and a plan to coordinate activities in the IEP work plan.</p> <p>Develop communication plan for disseminating information about the changes in IEP Content</p> <ul style="list-style-type: none"> <li>• fact sheets</li> <li>• series of papers</li> <li>• news releases</li> <li>• training</li> </ul> <p>Develop an analysis grid for the AEAs to evaluate their materials in relation to IDEA.</p> <p>Develop an AEA Implementation Plan with each AEA based upon the results of the analysis.</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>July 1, 1998</p> <p>January 1, 1998-ongoing</p> <p>January 1, 1998</p> <p>May 30, 1998</p>	<p>Documents and minutes of meetings</p> <p>Review meeting minutes and products</p> <p>Documents and minutes of meetings</p> <p>Document review</p> <p>Product review</p> <p>Product review</p> <p>Product review</p>
614(d)(2)(A) general	Change references in the Administrative Rules of Special Education-41.60	July 1, 1999	Document review

## IEP: Regular Education Teacher's Participation in IEP Development

Subsection/ Paragraph	Actions	Timelines	Method of Verification
614(d)(3)(A)	<p>Collaborate with the State IEP Committee in the development of all products, documents, and dissemination of materials.</p> <p>Create an IEP Task Force that is representative of all the IEP team members to guide the development of all products and documents.</p> <p>Collaborate with the IHE Task Force to address IEP content in preservice training.</p> <p>Develop guidelines and a plan to coordinate activities in the IEP work plan.</p> <p>Develop communication plan for disseminating information about the changes in IEP Content</p> <ul style="list-style-type: none"> <li>• fact sheets</li> <li>• series of papers</li> <li>• news releases</li> <li>• training</li> </ul> <p>Develop an analysis grid for the AEAs to evaluate their materials in relation to IDEA.</p> <p>Develop an AEA Implementation Plan with each AEA based upon the results of the analysis.</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>July 1, 1998</p> <p>January 1, 1998-ongoing</p> <p>January 1, 1998</p> <p>May 30, 1998</p>	<p>Documents and minutes of meetings</p> <p>Review meeting minutes and products</p> <p>Documents and minutes of meetings</p> <p>Document review</p> <p>Product review</p> <p>Document review</p> <p>Document review</p>
614(d)(3)(A) (i) strengths	<p>Revise State IEP prototype, training manual, materials, and <u>Iowa Resource Manual</u>.</p> <p>Rewrite <u>IEP at a Glance</u>.</p> <p>Write a new Administrative Rule of Special Education.</p> <p>Rewrite AEA Accreditation Technical Assistance Guide- AEA Comprehensive Plan-</p> <ul style="list-style-type: none"> <li>Special Education A-281-72.4(5)a</li> <li>Special Education B-281-72.4(5)b&amp;c</li> <li>AEA Procedures on Least Restrictive Environment and the Individualized Education Program</li> </ul>	<p>July 1, 1998</p> <p>January 1, 1999</p> <p>July 1, 1999</p> <p>July 1, 1998</p>	<p>Product review</p> <p>Product review</p> <p>Document review</p> <p>Document review</p>

## IEP: Regular Education Teacher's Participation in IEP Development

Subsection/ Paragraph	Actions	Timelines	Method of Verification
continued	Revise State Compliance Monitoring Form- Special Education Teacher Student IEP Record Review	June 30, 1998	Document review
614(d)(3)(A) (ii) results of eval.	Revise State IEP prototype, training manual, materials, and <u>Iowa Resource Manual</u> .	July 1, 1998	Product review
	Rewrite <u>IEP at a Glance</u> .	January 1, 1999	Product review
	Write a new Administrative Rule of Special Education.	July 1, 1999	Document review
	Rewrite AEA Accreditation Technical Assistance Guide- AEA Comprehensive Plan- Special Education A-281-72.4(5)a Special Education B-281-72.4(5)b&c AEA Procedures on Least Restrictive Environment and the Individualized Education Program	July 1, 1998	Document review
	Revise State Compliance Monitoring Form- Special Education Teacher Student IEP Record Review	June 30, 1998	Document review
614(d)(3)(B) (i) behavior	Revise State IEP prototype, training manual, materials, and <u>Iowa Resource Manual</u> .	July 1, 1998	Product review
	Rewrite <u>IEP at a Glance</u> .	January 1, 1999	Product review
	Write a new Administrative Rule of Special Education-	July 1 1999	Document review
	Rewrite AEA Accreditation Technical Assistance Guide- AEA Comprehensive Plan- Special Education A-281-72.4(5)a Special Education B-281-72.4(5)b&c AEA Procedures on Least Restrictive Environment and the Individualized Education Program	July 1, 1998	Document review
	Revise State Compliance Monitoring Form- Special Education Teacher Student IEP Record Review	June 30, 1998	Document review

## IEP: Regular Education Teacher's Participation in IEP Development

Subsection/ Paragraph	Actions	Timelines	Method of Verification
continued	Develop generic "behavior plan" document to be included as part of the IEP form that would be applicable to students in special education, general education or who have a 504 plan.	July 1, 1998	Document review
	Develop guidelines providing a definition, implementation plan and models.	July 1, 1998	Document review
614(d)(3)(B) (ii) LEP	Revise State IEP prototype, training manual, materials, and <u>Iowa Resource Manual</u> .	July 1, 1998	Product review
	Rewrite <u>IEP at a Glance</u> .	January 1, 1999	Product review
	Write a new Administrative Rule of Special Education-	July 1, 1999	Document review
	Rewrite AEA Accreditation Technical Assistance Guide- AEA Comprehensive Plan- Special Education B-281-72.4(5)b&c AEA Procedures on Least Restrictive Environment and the Individualized Education Program	July 1, 1998	Document review
	Revise State Compliance Monitoring Form- Special Education Teacher Full and Individual Evaluation	June 30, 1998	Document review
614(d)(3)(B) (iii) visually impaired	Revise State IEP prototype, training manual, materials, and <u>Iowa Resource Manual</u> .	July 1, 1998	Product review
	Rewrite <u>IEP at a Glance</u> .	January 1, 1999	Product review
	Change references in Administrative Rule of Special Education.	July 1, 1999	Document review
	Rewrite AEA Accreditation Technical Assistance Guide- AEA Comprehensive Plan- Special Education B-281-72.4(5)b&c AEA Procedures on Least Restrictive Environment and the Individualized Education Program	July 1, 1998	Document review

## IEP: Regular Education Teacher's Participation in IEP Development

Subsection/ Paragraph	Actions	Timelines	Method of Verification
614(d)(3)(B) (iv) comm. needs	Revise State IEP prototype, training manual, materials, and <u>Iowa Resource Manual</u> .	July 1, 1998	Product review
	Rewrite <u>IEP at a Glance</u> .	January 1, 1999	Product review
	Write a new Administrative Rule of Special Education-	July 1, 1999	Document review
	Rewrite AEA Accreditation Technical Assistance Guide- AEA Comprehensive Plan Special Education B-281-72.4(5)b&c AEA Procedures on Least Restrictive Environment and the Individualized Education Program	July 1, 1998	Document review
	Revise State Compliance Monitoring Form- Special Education Teacher Student IEP Record Review	June 30, 1998	Document review
614(d)(3)(B) (v) assistive tech	Revise State IEP prototype, training manual, materials, and <u>Iowa Resource Manual</u> .	July 1, 1998	Product review
	Rewrite <u>IEP at a Glance</u> .	January 1, 1999	Product review
	Write a new Administrative Rule of Special Education-	July 1, 1999	Document review
	Rewrite AEA Accreditation Technical Assistance Guide- AEA Comprehensive Plan- Special Education A-281-72.4(5)a Special Education B-281-72.4(5)b&c AEA Procedures on Least Restrictive Environment and the Individualized Education Program	July 1, 1998	Document review
	Revise State Compliance Monitoring Form- Special Education Teacher Student IEP Record Review	June 30, 1998	Document review
	Collaborate with IPAT and AEA assistive technology liaisons to develop decision-making model that can be used by IEP teams as they address each student's needs.	July 1, 1998	Document review

## IEP: Regular Education Teacher's Participation in IEP Development

Subsection/ Paragraph	Actions	Timelines	Method of Verification
614(d)(3)(C)	<p>Collaborate with the State IEP Committee in the development of all products, documents, and dissemination of materials.</p> <p>Create an IEP Task Force that is representative of all the IEP team members to guide the development of all products and documents.</p> <p>Collaborate with the IHE Task Force to address IEP content in preservice training.</p> <p>Develop guidelines and a plan to coordinate activities in the IEP work plan.</p> <p>Develop communication plan for disseminating information about the changes in IEP Content</p> <ul style="list-style-type: none"> <li>• fact sheets</li> <li>• series of papers</li> <li>• news releases</li> <li>• training</li> </ul> <p>Develop an analysis grid for the AEAs to evaluate their materials in relation to IDEA.</p> <p>Develop an AEA Implementation Plan with each AEA based upon the results of the analysis.</p> <p>Revise State IEP prototype, training manual, materials, and <u>Iowa Resource Manual</u>.</p> <p>Rewrite <u>IEP at a Glance</u>.</p> <p>Write a new Administrative Rule of Special Education.</p> <p>Rewrite AEA Accreditation Technical Assistance Guide- AEA Comprehensive Plan- Special Education B-281-72.4(5)b&amp;c AEA Procedures on Least Restrictive Environment and the Individualized Education Program</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>July 1, 1998</p> <p>January 1, 1998 - ongoing</p> <p>January 1, 1998</p> <p>May 30, 1998</p> <p>June 30, 1998</p> <p>January 1, 1999</p> <p>July 1, 1999</p> <p>July 1, 1998</p>	<p>Documents and minutes of meetings</p> <p>Review meeting minutes and products</p> <p>Documents and minutes of meetings</p> <p>Document review</p> <p>Product review</p> <p>Product review</p> <p>Product review</p> <p>Document review</p> <p>Document review</p> <p>Document review</p> <p>Document review</p>

## IEP: Regular Education Teacher's Participation in IEP Development

Subsection/ Paragraph	Actions	Timelines	Method of Verification
continued	<p>Revise State Compliance Monitoring Form- Special Education Teacher Student IEP Record Review</p> <p>Develop skill level training materials defining terms and exemplary practices for general education teachers exploring belief systems, roles and responsibilities.</p> <p>Develop awareness level training materials for general education teachers about IDEA 97.</p>	<p>June 30, 1998</p> <p>July 1, 1998</p> <p>July 1, 1998</p>	<p>Document review</p> <p>Document review</p> <p>Document review</p>

## IEP: Review and Revision

Subsection/ Paragraph	Actions	Timelines	Method of Verification
614(d)(4) (A)-(B) general & reg. teacher involvement	Collaborate with the State IEP Committee in the development of all products, documents, and dissemination of materials.	Ongoing	Documents and minutes of meetings
	Create an IEP Task Force that is representative of all the IEP team members to guide the development of all products and documents.	Ongoing	Review meeting minutes and products
	Collaborate with the IHE Task Force to address IEP content in preservice training.	Ongoing	Documents and minutes of meetings
	Develop guidelines and a plan to coordinate activities in the IEP work plan.	July 1, 1998	Document review
	Develop communication plan for disseminating information about the changes in IEP Content <ul style="list-style-type: none"> <li>• fact sheets</li> <li>• series of papers</li> <li>• news releases</li> <li>• training</li> </ul>	January 1, 1998-ongoing	Product review
	Develop an analysis grid for the AEAs to evaluate their materials in relation to IDEA	January 1, 1998	Product review
	Develop an AEA Implementation Plan with each AEA based upon the results of the analysis.	May 30, 1998	Product review
	Revise State IEP prototype, training manual, materials, and <u>Iowa Resource Manual</u>	July 1, 1998	Document review
	Rewrite <u>IEP at a Glance</u>	January 1, 1999	Document review
	Rewrite Administrative Rules of Special Education-41.61(3)	July 1, 1999	
	Rewrite AEA Accreditation Technical Assistance Guide- AEA Comprehensive Plan- Special Education B-281-72.4(5)b&c AEA Procedures on Least Restrictive Environment and the Individualized Education Program	July 1, 1998	Document review

## IEP: Review and Revision

Subsection/ Paragraph	Actions	Timelines	Method of Verification
continued	<p>Revise State Compliance Monitoring Form- Special Education Teacher Student IEP Record Review</p> <p>Develop skill training materials defining terms and exemplary practices on interacting with the general education curriculum when evaluating student progress.</p> <p>Develop training materials on reporting progress, providing examples and links (standards/benchmarks) to the ongoing development of the IEP.</p>	<p>June 30, 1998</p> <p>July 1, 1998</p> <p>July 1, 1998</p>	<p>Document review</p> <p>Document review</p> <p>Document review</p>

## IEP: Failure to Meet Transition Objectives

Subsection/ Paragraph	Actions	Timelines	Method of Verification
614(d)(5)	Develop communication plan for disseminating information about the changes in IEP Content <ul style="list-style-type: none"> <li>• fact sheets</li> <li>• series of papers</li> <li>• news releases</li> <li>• training</li> </ul>	January 1, 1998-ongoing	Product review
	Develop an analysis grid for the AEAs to evaluate their materials in relation to IDEA.	January 1, 1998	Product review
	Develop an AEA Implementation Plan with each AEA based upon the results of the analysis.	May 30, 1998	Product review
	Rewrite <u>IEP at a Glance</u> .	January 1, 1999	Document review
	Change references in Administrative Rules of Special Education-41.73	July 1, 1999	Document review

## IEP Construction

Subsection/ Paragraph	Actions	Timelines	Method of Verification
614(e)	Develop communication plan for disseminating information about the changes in IEP Content <ul style="list-style-type: none"> <li>• fact sheets</li> <li>• series of papers</li> <li>• news releases</li> <li>• training</li> </ul>	January 1, 1998-ongoing	Product review
	Develop an analysis grid for the AEAs to evaluate their materials in relation to IDEA	January 1, 1998	Document review
	Develop an AEA Implementation Plan with each AEA based upon the results of the analysis.	May 1, 1998	Document review
	Review, State IEP prototype, training manual, and materials to ensure they meet the criteria of the law..	June 30, 1998	Document review
	Write a new Administrative Rule of Special Education-	July 1, 1999	Document review
	Explore a variety of alternatives for IEP writing and record keeping.	July 1, 1998	Document review

## PROCEDURAL SAFEGUARDS

Subsection/ Paragraph	Actions	Timelines	Method of Verification
614(f)	Develop communication plan for disseminating information about the changes in IEP Content <ul style="list-style-type: none"> <li>• fact sheets</li> <li>• series of papers</li> <li>• news releases</li> <li>• training</li> </ul>	January 1, 1998-ongoing	Product review
	Develop an analysis grid for the AEAs to evaluate their materials in relation to IDEA.	January 1, 1998	Product review
	Develop an AEA Implementation Plan with each AEA based upon the results of the analysis.	May 30, 1998	Document review
	Revise State IEP prototype, training manual, materials, and <u>Iowa Resource Manual</u> .	July 1, 1998	Document review
	Rewrite <u>IEP at a Glance</u> .	January 1, 1999	Document review
	Write a new Administrative Rules of Special Education.	July 1, 1999	Document review
	Rewrite AEA Accreditation Technical Assistance Guide- AEA Comprehensive Plan- Special Education B-281-72.4(5)b&c AEA Procedures on Least Restrictive Environment and the Individualized Education Program	July 1, 1998	Document review
	Revise State Compliance Monitoring Form- Special Education Teacher Student IEP Record Review	June 30, 1998	Document review
	Develop awareness level training materials about parental involvement in placement decisions.	July 1, 1998	Document review

## PROCEDURAL SAFEGUARDS

Subsection/ Paragraph	Actions	Timelines	Method of Verification
615(b) Types of Procedures	<p>Rewrite Administrative Rules of Special Education. (Refer to side-by-side.) State mandated rules procedure will be used to address any and all rule deficits.</p> <p>Develop an analysis grid for the AEAs to evaluate their materials in relation to IDEA.</p> <p>Develop an AEA Implementation Plan with each AEA based upon the results of the analysis.</p> <p>During monitoring of special education programs this subsection will need to be addressed and the state Compliance Monitoring forms revised accordingly.</p> <p>Revise AEA Accreditation Technical Assistance Guide/AEA Comprehensive Plan.</p> <p>Develop/conduct training: Refer to part of the action plan in 614(b)(1) regarding LEAs, AEAs, SEA, parents, etc.</p> <p>Revise Parental Rights brochure. Refer to Section 615(d).</p> <p>According to 615(b)(8) the department will need to develop a model form to assist parents in filing a complaint. This has been provided in the former brochure about requesting a hearing but needs to be revised to reflect the need to include a proposed resolution of the problem.</p>	<p>July 1, 1999</p> <p>January 1, 1998</p> <p>May 30, 1998</p> <p>June 30, 1998</p> <p>July 1, 1998</p> <p>March 1, 1998-ongoing</p> <p>Nov. 1, 1997</p> <p>Nov. 1, 1997</p>	<p>Rules</p> <p>Document review</p> <p>Document review</p> <p>Compliance Monitoring Forms</p> <p>TA AEA Guide/Plan</p> <p>Training plan</p> <p>Parental Rights brochure</p> <p>Model form</p>
615(c) Content of Prior Written Notice	<p>Rewrite Administrative Rules of Special Education. (Refer to side-by-side.) State mandated rules procedure will be used to address any and all rule deficits.</p> <p>Develop an analysis grid for the AEAs to evaluate their materials in relation to IDEA.</p>	<p>July 1, 1999</p> <p>January 1, 1998</p>	<p>Rules</p> <p>Document review</p>

## PROCEDURAL SAFEGUARDS

Subsection/ Paragraph	Actions	Timelines	Method of Verification
(continued)	<p>Develop an AEA Implementation Plan with each AEA based upon the results of the analysis.</p> <p>During monitoring of special education programs this subsection will need to be addressed and the state Compliance Monitoring forms revised accordingly. (Note 615(c)(7).)</p> <p>Revise AEA Accreditation Technical Assistance Guide/AEA Comprehensive Plan.</p> <p>Develop/conduct training: Refer to part of the action plan in 614(b)(1) regarding LEAs, AEAs, SEA, parents, etc.</p> <p>Revise Parental Rights brochure. Refer to Section 615(d).</p> <p>This subsection also has been addressed by the task force described in 614(b)(1). (Refer to written document.)</p> <p>Send draft document to other targeted constituencies, e.g., AEA Special Education Directors, Parent Educator Connection, Urban Network, etc. asking for input.</p> <p>Develop dissemination plan for final document and implement. Review and revise as appropriate based on federal regulations and state rules.</p>	<p>May 30, 1998</p> <p>June 30, 1998</p> <p>July 1, 1998</p> <p>March 1, 1998-ongoing</p> <p>Nov. 30, 1997</p> <p>Completed</p> <p>Nov. 1, 1997, unless draft regs come out making it appear the information is incorrect</p> <p>Nov. 15, 1997</p>	<p>Document review</p> <p>Compliance Monitoring Forms</p> <p>TA AEA Guide/Plan</p> <p>Training plan</p> <p>Parental Rights brochure</p> <p>Draft written notice document</p> <p>Document</p> <p>Plan</p>
615(d) Procedural Safeguards Notice	<p><u>Action Plan for written materials/TA:</u> Refer to the action plan in 614(b)(1).</p> <p>Revise Parental Rights brochure. Request review by P &amp; A before dissemination.</p> <p>Distribute electronic and print master copies of the brochure to each AEA Director of Special Education who will be responsible for dissemination at AEA and LEA levels.</p>	<p>March 1, 1998-ongoing</p> <p>Nov. 1, 1997</p> <p>Nov. 15, 1997</p>	<p>Action plan</p> <p>Parental Rights brochure</p> <p>Parental Rights brochure: electronic and print master</p>

## PROCEDURAL SAFEGUARDS

Subsection/ Paragraph	Actions	Timelines	Method of Verification
(continued)	<p>Provide copies to P &amp; A, Parent Training and Information Center, IHES, and other organizations (e.g., State Administrators of Iowa, Iowa Association of School Boards).</p> <p>Include copy of Parental Rights in packet that is sent routinely when parent calls or writes the Bureau of Special Education with a concern.</p> <p>Send copy of Parental Rights brochure to parent upon registration of a complaint (as defined at 615(b)(6)).</p> <p>Rewrite Administrative Rules of Special Education. (Refer to side-by-side.) The state mandated rules procedure will be used to address any and all rule deficits.</p> <p>Develop an analysis grid for the AEAs to evaluate their materials in relation to IDEA.</p> <p>Develop an AEA Implementation Plan with each AEA based upon the results of the analysis.</p> <p>During monitoring of special education programs this subsection will need to be addressed and the state Compliance Monitoring forms revised accordingly.</p> <p>Revise AEA Accreditation Technical Assistance Guide/AEA Comprehensive Plan.</p>	<p>Nov. 15, 1997</p> <p>As calls and letters are received</p> <p>As complaints are received</p> <p>July 1, 1999</p> <p>January 1, 1998</p> <p>May 30, 1998</p> <p>June 30, 1998</p> <p>July 1, 1998</p>	<p>Parental Rights brochure</p> <p>Review secretarial notes</p> <p>Review secretarial notes</p> <p>Rules</p> <p>Document review</p> <p>Document review</p> <p>Compliance Monitoring Form</p> <p>AEA TA Guide/Plan</p>
615(e) Mediation	A task force (representing parents, P & A, ALJs, Regional Resource Center, AEA Directors, several organizations, attorney general's office, and the department) met Aug. 28, 1997, to make recommendations to the state regarding the mediation and preappeal process. (Refer to minutes.)	Completed	Minutes

## PROCEDURAL SAFEGUARDS

Subsection/ Paragraph	Actions	Timelines	Method of Verification
(continued)	<p>On Aug. 29, the same issues discussed with the aforementioned task force were again considered by the AEA Special Education Directors. (Refer to minutes.) On Sept. 4, some but not all issues involving mediation were discussed with the Special Education Advisory Panel. Based on input from these three groups, procedures will be developed.</p> <p>Select mediators for mediations and preappeals.</p> <p>Provide initial training for mediators.</p> <p>Develop plan for continuing education for mediators.</p> <p>Revise procedures for mediations and preappeals, including procedures for parents who choose not to use the mediation process described under 615(e)(2)(B).</p> <p>Rewrite Administrative Rules of Special Education. (Refer to side-by-side.) The state mandated rules procedure will be used to address any and all rule deficits.</p> <p>Develop an analysis grid for the AEAs to evaluate their materials in relation to IDEA.</p> <p>Develop an AEA Implementation Plan with each AEA based upon the results of the analysis.</p> <p>During monitoring of special education programs this subsection will need to be addressed and the state Compliance Monitoring Forms revised accordingly. (Tied in to providing Parental Rights brochure.)</p> <p>Revise AEA Accreditation Technical Assistance Guide/AEA Comprehensive Plan.</p>	<p>Completed</p> <p>Nov. 15, 1997</p> <p>January 15, 1998</p> <p>Dec. 1, 1997</p> <p>Dec. 1, 1997</p> <p>July 1, 1999</p> <p>January 1, 1998</p> <p>May 30, 1998</p> <p>June 30, 1998</p> <p>July 1, 1998</p>	<p>Minutes</p> <p>List of names</p> <p>Agenda and training materials</p> <p>Plan</p> <p>Procedures</p> <p>Rules</p> <p>Document review</p> <p>Document review</p> <p>Compliance Monitoring Forms</p> <p>AEA TA Guide/Plan</p>

## PROCEDURAL SAFEGUARDS

Subsection/ Paragraph	Actions	Timelines	Method of Verification
615(f) Impartial Due Process Hearing	<p>Rewrite Administrative Rules of Special Education. (Refer to side-by-side.) The state mandated rules procedure will be used to address any and all rule deficits.</p> <p>Develop an analysis grid for the AEAs to evaluate their materials in relation to IDEA.</p> <p>Develop an AEA Implementation Plan with each AEA based upon the results of the analysis.</p> <p>Revise the written material that is submitted to all parties once a hearing request is made, e.g., 615(f)(2) Disclosure of evaluations.</p> <p>Inservice ALJs about this subsection, particularly 615(f)(2) Disclosure of evaluations.</p> <p>During monitoring of special education programs this subsection will need to be addressed and the state Compliance Monitoring Forms revised accordingly. (Probably tied in to providing parental rights brochure.)</p> <p>Revise AEA Accreditation Technical Assistance Guide/AEA Comprehensive Plan.</p> <p>Revise Parental Rights brochure. Request review by P &amp; A before dissemination.</p>	<p>July 1, 1999</p> <p>January 1, 1998</p> <p>May 30, 1998</p> <p>Nov. 15, 1997</p> <p>Individually before ALJ conducts hearing, formally by Nov. 1, 1997</p> <p>June 30, 1998</p> <p>July 1, 1998</p> <p>Nov. 1, 1997</p>	<p>Rules</p> <p>Document review</p> <p>Document review</p> <p>Procedures and materials</p> <p>Compliance Monitoring Forms</p> <p>AEA TA Guide/Plan</p> <p>Parental rights brochure</p>
615(h) Safeguards	<p>Rewrite Administrative Rules of Special Education. (Refer to side-by-side.) The state mandated rules procedure will be used to address any and all rule deficits.</p> <p>Develop an analysis grid for the AEAs to evaluate their materials in relation to IDEA.</p>	<p>July 1, 1999</p> <p>January 1, 1998</p>	<p>Rules</p> <p>Document review</p>

## PROCEDURAL SAFEGUARDS

Subsection/ Paragraph	Actions	Timelines	Method of Verification
(continued)	<p>Develop an AEA Implementation Plan with each AEA based upon the results of the analysis.</p> <p>Write procedures to provide electronic findings of fact and decisions rendered by ALJs when parents request them.</p> <p>During monitoring of special education programs this subsection will need to be addressed and the state Compliance Monitoring Forms revised accordingly. (Probably tied in to providing parental rights brochure.)</p> <p>Revise AEA Accreditation Technical Assistance Guide/AEA Comprehensive Plan</p> <p>Revise Parental Rights brochure. Request review by P &amp; A before dissemination.</p>	<p>May 30, 1998</p> <p>Nov. 15, 1997</p> <p>June 30, 1998</p> <p>July 1, 1998</p> <p>Nov. 1, 1997</p>	<p>Document review</p> <p>Procedures</p> <p>Compliance Monitoring Forms</p> <p>AEA TA Guide/Plan</p> <p>Parental Rights brochure</p>
615(i) Administrative Procedures	<p>One of the discussion points of the task force described under subsection 615(e) and before the AEA Special Education Directors involved the language at 615(i)(D)(ii). The consensus of the task force was that the department should not prohibit the flexibility for collection of attorney fees at preappeals; it should be left to the discretion of the parties during the negotiation process. (The Directors did not reach consensus.) The department will need to render a decision regarding this matter, using the rule process.</p> <p>Rewrite Administrative Rules of Special Education. (Refer to side-by-side.) The state mandated rules procedure will be used to address any and all rule deficits.</p> <p>Develop an analysis grid for the AEAs to evaluate their materials in relation to IDEA.</p> <p>Develop an AEA Implementation Plan with each AEA based upon the results of the analysis.</p>	<p>July 1, 1999</p> <p>July 1, 1999</p> <p>January 1, 1998</p> <p>May 30, 1998</p>	<p>Rules</p> <p>Rules</p> <p>Document review</p> <p>Document review</p>

## PROCEDURAL SAFEGUARDS

Subsection/ Paragraph	Actions	Timelines	Method of Verification
(continued)	Revise Parental Rights brochure. Request review by P & A before dissemination.	Nov. 1, 1997	Parental Rights brochure
615(m) Age of Majority	<p>Rewrite Administrative Rules of Special Education. (Refer to side-by-side.) The state mandated rules procedure will be used to address any and all rule deficits.</p> <p>Develop an analysis grid for the AEAs to evaluate their materials in relation to IDEA.</p> <p>Develop an AEA Implementation Plan with each AEA based upon the results of the analysis.</p> <p>During monitoring of special education programs this subsection will need to be addressed and the state Compliance Monitoring Forms revised accordingly.</p> <p>Revise AEA Accreditation Technical Assistance Guide/AEA Comprehensive Plan.</p> <p>Revise Parental Rights brochure. Request review by P &amp; A before dissemination.</p> <p>Develop communication plan for disseminating information about age of majority: dissemination packet, fact sheets, action plan described at 614(b)(1). Tie in action plan with IEP group.</p>	<p>July 1, 1999</p> <p>January 1, 1998</p> <p>May 30, 1998</p> <p>June 30, 1998</p> <p>July 1, 1998</p> <p>Nov. 1, 1997</p> <p>March 1, 1998-ongoing</p>	<p>Rules</p> <p>Document review</p> <p>Document review</p> <p>Compliance Monitoring Forms</p> <p>AEA TA Guide/Plan</p> <p>Parental Rights brochure</p> <p>Plan</p>

## PROGRAM INFORMATION

Subsection/ Paragraph	Actions	Timelines	Method of Verification
615(k)(1) Placement in Alternative Ed. Setting, Authority of School Personnel	<p>Add language to Iowa Administrative Rules of Special Education addressing requirements related to alternative educational setting.</p> <p>Revise AEA Accreditation Technical Assistance Guide to include this provision.</p> <p>Develop an analysis grid for the AEAs to evaluate their materials in relation to IDEA.</p> <p>Develop an AEA Implementation Plan with each AEA based upon the results of the analysis.</p> <p>Revise special education compliance review forms to include review of policies and procedures pertaining to implementation of these requirements.</p> <p>Convene a student discipline work group to develop topical information papers addressing this and other requirements pertaining to student discipline.</p> <p>Disseminate September 19, 1997 OSERS memo regarding removal of students with disabilities from their current educational placement for ten school days or less to LEAs, AEAs, and other stakeholders.</p> <p>Convene a student discipline work group to develop a training package on this and other IDEA discipline provisions.</p> <p>Convene a student discipline work group to review and revise the Bureau technical assistance paper on suspension and expulsion.</p>	<p>July 1, 1999</p> <p>July 1, 1998</p> <p>January 1, 1998</p> <p>May 30, 1998</p> <p>June 30, 1998</p> <p>Sept. 1997 - June 1998</p> <p>October 1, 1997</p> <p>March 1, 1998</p> <p>September 1, 1998</p>	<p>Adoption of new administrative rules</p> <p>Revised TA Guide</p> <p>Document review</p> <p>Document review</p> <p>Completed compliance review forms</p> <p>Completed papers</p> <p>Copies of correspondence</p> <p>Completion of training packet</p> <p>Completed document</p>
615(k)(2) Authority of Hearing Officer	<p>Add language to Iowa Administrative Rules of Special Education addressing requirements related to authority of hearing officer.</p> <p>Develop an analysis grid for the AEAs to evaluate their materials in relation to IDEA.</p>	<p>July 1, 1999</p> <p>January 1, 1998</p>	<p>Adoption of new administrative rules</p> <p>Document review</p>

## PROGRAM INFORMATION

Subsection/ Paragraph	Actions	Timelines	Method of Verification
(continued)	<p>Develop an AEA Implementation Plan with each AEA based upon the results of the analysis.</p> <p>Revise AEA Accreditation Technical Assistance Guide to include this provision.</p> <p>Revise special education compliance review forms to include review of policies and procedures pertaining to implementation of this requirement.</p> <p>Convene a student discipline work group to develop topical information papers addressing this and other requirements pertaining to student discipline.</p> <p>Disseminate September 19, 1997 OSERS memo regarding removal of students with disabilities from their current educational placement for ten school days or less to LEAs, AEAs, and other stakeholders.</p> <p>Convene a student discipline work group to develop a training package on this and other IDEA discipline provisions.</p> <p>Convene a student discipline work group to review and revise the Bureau technical assistance paper on suspension and expulsion.</p>	<p>May 30, 1998</p> <p>July 1, 1998</p> <p>June 30, 1998</p> <p>Sept. 1997 - June 1998</p> <p>October 1, 1997</p> <p>March 1, 1998</p> <p>September 1, 1998</p>	<p>Document review</p> <p>Revised TA Guide</p> <p>Completed compliance review forms</p> <p>Completed papers</p> <p>Copies of correspondence</p> <p>Completion of training packet</p> <p>Completed document</p>
615(k)(3) Determination of Setting	<p>Add language to Iowa Administrative Rules of Special Education addressing requirements related to determination of setting.</p> <p>Develop an analysis grid for the AEAs to evaluate their materials in relation to IDEA.</p> <p>Develop an AEA Implementation Plan with each AEA based upon the results of the analysis.</p> <p>Revise AEA Accreditation Technical Assistance Guide to include this provision.</p>	<p>July 1, 1999</p> <p>January 1, 1998</p> <p>May 30, 1998</p> <p>July 1, 1998</p>	<p>Adoption of new administrative rules</p> <p>Document review</p> <p>Document review</p> <p>Revised TA Guide</p>

## PROGRAM INFORMATION

Subsection/ Paragraph	Actions	Timelines	Method of Verification
(continued)	<p>Revise special education compliance review forms to include review of policies and procedures pertaining to implementation of these requirements.</p> <p>Convene a student discipline work group to develop topical information papers addressing this and other requirements pertaining to student discipline.</p> <p>Disseminate September 19, 1997 OSERS memo regarding removal of students with disabilities from their current educational placement for ten school days or less to LEAs, AEAs, and other stakeholders.</p> <p>Convene a student discipline work group to develop a training package on this and other IDEA discipline provisions.</p> <p>Convene a student discipline work group to review and revise the Bureau technical assistance paper on suspension and expulsion.</p>	<p>June 30, 1998</p> <p>Sept. 1997 - June 1998</p> <p>October 1, 1997</p> <p>March 1, 1998</p> <p>September 1, 1998</p>	<p>Completed compliance review forms</p> <p>Completed papers</p> <p>Copies of correspondence</p> <p>Completion of training packet</p> <p>Completed document</p>
615(k)(4) Manifestation Determination	<p>Add language to Iowa Administrative Rules of Special Education addressing requirements related to manifestation determination.</p> <p>Develop an analysis grid for the AEAs to evaluate their materials in relation to IDEA.</p> <p>Develop an AEA Implementation Plan with each AEA based upon the results of the analysis.</p> <p>Revise AEA Accreditation Technical Assistance Guide to include this provision.</p> <p>Revise special education compliance review forms to include review of policies and procedures pertaining to implementation of these requirements.</p> <p>Convene a student discipline work group to develop topical information papers addressing this and other requirements pertaining to student discipline.</p>	<p>July 1, 1999</p> <p>January 1, 1998</p> <p>May 30, 1998</p> <p>July 1, 1998</p> <p>June 30, 1998</p> <p>Sept. 1997 - June 1998</p>	<p>Adoption of new administrative rules</p> <p>Document review</p> <p>Document review</p> <p>Revised TA Guide</p> <p>Completed compliance review forms</p> <p>Completed papers</p>

## PROGRAM INFORMATION

Subsection/ Paragraph	Actions	Timelines	Method of Verification
(continued)	<p>Disseminate September 19, 1997 OSERS memo regarding removal of students with disabilities from their current educational placement for ten school days or less to LEAs, AEAs, and other stakeholders.</p> <p>Convene a student discipline work group to develop a training package on this and other IDEA discipline provisions.</p> <p>Convene a student discipline work group to review and revise the Bureau technical assistance paper on suspension and expulsion.</p>	<p>October 1, 1997</p> <p>March 1, 1998</p> <p>September 1, 1998</p>	<p>Copies of correspondence</p> <p>Completion of training packet</p> <p>Completed document</p>
615(k)(5) Determination not Manifest	<p>Add language to Iowa Administrative Rules of Special Education addressing requirements related to determination not manifest.</p> <p>Develop an analysis grid for the AEAs to evaluate their materials in relation to IDEA.</p> <p>Develop an AEA Implementation Plan with each AEA based upon the results of the analysis.</p> <p>Revise AEA Accreditation Technical Assistance Guide to include this provision.</p> <p>Revise special education compliance review forms to include review of policies and procedures pertaining to implementation of these requirements.</p> <p>Convene a student discipline work group to develop topical information papers addressing this and other requirements pertaining to student discipline.</p> <p>Disseminate September 19, 1997 OSERS memo regarding removal of students with disabilities from their current educational placement for ten school days or less to LEAs, AEAs, and other stakeholders.</p> <p>Convene a student discipline work group to develop a training package on this and other IDEA discipline provisions.</p>	<p>July 1, 1999</p> <p>January 1, 1998</p> <p>May 30, 1998</p> <p>July 1, 1998</p> <p>June 30, 1998</p> <p>Sept. 1997 - June 1998</p> <p>October 1, 1997</p> <p>March 1, 1998</p>	<p>Adoption of new administrative rules</p> <p>Document review</p> <p>Document review</p> <p>Revised TA Guide</p> <p>Completed compliance review forms</p> <p>Completed papers</p> <p>Copies of correspondence</p> <p>Completion of training packet</p>

## PROGRAM INFORMATION

Subsection/ Paragraph	Actions	Timelines	Method of Verification
(continued)	Convene a student discipline work group to review and revise the Bureau technical assistance paper on suspension and expulsion.	September 1, 1998	Completed document
615(k)(6) Parent Appeal	Add language to Iowa Administrative Rules of Special Education addressing requirements related to parent appeal.	July 1, 1999	Adoption of new administrative rules
	Develop an analysis grid for the AEAs to evaluate their materials in relation to IDEA.	January 1, 1998	Document review
	Develop an AEA Implementation Plan with each AEA based upon the results of the analysis.	May 30, 1998	Document review
	Revise AEA Accreditation Technical Assistance Guide to include this provision.	July 1, 1998	Revised TA Guide
	Revise special education compliance review forms to include review of policies and procedures pertaining to implementation of these requirements.	June 30, 1998	Completed compliance review forms
	Convene a student discipline work group to develop topical information papers addressing this and other requirements pertaining to student discipline.	Sept. 1997 - June 1998	Completed papers
	Disseminate September 19, 1997 OSERS memo regarding removal of students with disabilities from their current educational placement for ten school days or less to LEAs, AEAs, and other stakeholders.	October 1, 1997	Copies of correspondence
	Convene a student discipline work group to develop a training package on this and other IDEA discipline provisions.	March 1, 1998	Completion of training packet
	Convene a student discipline work group to review and revise the Bureau technical assistance paper on suspension and expulsion.	September 1, 1998	Completed document

## PROGRAM INFORMATION

Subsection/ Paragraph	Actions	Timelines	Method of Verification
615(k)(7) Placement During Appeals	<p>Add language to Iowa Administrative Rules of Special Education addressing requirements related to placement during appeals.</p> <p>Develop an analysis grid for the AEAs to evaluate their materials in relation to IDEA.</p> <p>Develop an AEA Implementation Plan with each AEA based upon the results of the analysis.</p> <p>Revise AEA Accreditation Technical Assistance Guide to include this provision.</p> <p>Revise special education compliance review forms to include review of policies and procedures pertaining to implementation of these requirements.</p> <p>Convene a student discipline work group to develop topical information papers addressing this and other requirements pertaining to student discipline.</p> <p>Disseminate September 19, 1997 OSERS memo regarding removal of students with disabilities from their current educational placement for ten school days or less to LEAs, AEAs, and other stakeholders.</p> <p>Convene a student discipline work group to develop a training package on this and other IDEA discipline provisions.</p> <p>Convene a student discipline work group to review and revise the Bureau technical assistance paper on suspension and expulsion.</p>	<p>July 1, 1999</p> <p>January 1, 1998</p> <p>May 30, 1998</p> <p>July 1, 1998</p> <p>June 30, 1998</p> <p>Sept. 1997 - June 1998</p> <p>October 1, 1997</p> <p>March 1, 1998</p> <p>September 1, 1998</p>	<p>Adoption of new administrative rules</p> <p>Document review</p> <p>Document review</p> <p>Revised TA Guide</p> <p>Completed compliance review forms</p> <p>Completed papers</p> <p>Copies of correspondence</p> <p>Completion of training packet</p> <p>Completed document</p>
615(k)(8) Protections for Child not Eligible	<p>Add language to Iowa Administrative Rules of Special Education (and other relevant state rules) addressing requirements related to protections for children not eligible.</p> <p>Develop an analysis grid for the AEAs to evaluate their materials in relation to IDEA.</p>	<p>July 1, 1999</p> <p>January 1, 1998</p>	<p>Adoption of new administrative rules</p> <p>Document review</p>

## PROGRAM INFORMATION

Subsection/ Paragraph	Actions	Timelines	Method of Verification
(continued)	<p>Develop an AEA Implementation Plan with each AEA based upon the results of the analysis.</p> <p>Revise AEA Accreditation Technical Assistance Guide to include this provision.</p> <p>Revise special education compliance review forms to include review of policies and procedures pertaining to implementation of these requirements.</p> <p>Convene a student discipline work group to develop topical information papers addressing this and other requirements pertaining to student discipline.</p> <p>Disseminate September 19, 1997 OSERS memo regarding removal of students with disabilities from their current educational placement for ten school days or less to LEAs, AEAs, and other stakeholders.</p> <p>Convene a student discipline work group to develop a training package on this and other IDEA discipline provisions.</p> <p>Convene a student discipline work group to review and revise the Bureau technical assistance paper on suspension and expulsion.</p>	<p>May 30, 1998</p> <p>July 1, 1998</p> <p>June 30, 1998</p> <p>Sept. 1997 - June 1998</p> <p>October 1, 1997</p> <p>March 1, 1998</p> <p>September 1, 1998</p>	<p>Document review</p> <p>Revised TA Guide</p> <p>Completed document</p> <p>Completed compliance review forms</p> <p>Completed papers</p> <p>Copies of correspondence</p> <p>Completion of training packet</p>
615(k)(9) Referral to Law/ Judicial	<p>Add language to Iowa Administrative Rules of Special Education addressing requirements related to referral to and action by law enforcement and judicial authorities.</p> <p>Develop an analysis grid for the AEAs to evaluate their materials in relation to IDEA.</p> <p>Develop an AEA Implementation Plan with each AEA based upon the results of the analysis.</p> <p>Revise AEA Accreditation Technical Assistance Guide to include this provision.</p>	<p>July 1, 1999</p> <p>January 1, 1998</p> <p>May 30, 1998</p> <p>July 1, 1998</p>	<p>Adoption of new administrative rules</p> <p>Document review</p> <p>Document review</p> <p>Revised TA Guide</p>

## PROGRAM INFORMATION

Subsection/ Paragraph	Actions	Timelines	Method of Verification
(continued)	<p>Revise special education compliance review forms to include review of policies and procedures pertaining to implementation of these requirements.</p> <p>Convene a student discipline work group to develop topical information papers addressing this and other requirements pertaining to student discipline.</p> <p>Disseminate September 19, 1997 OSERS memo regarding removal of students with disabilities from their current educational placement for ten school days or less to LEAs, AEAs, and other stakeholders.</p> <p>Convene a student discipline work group to develop a training package on this and other IDEA discipline provisions.</p> <p>Convene a student discipline work group to review and revise the Bureau technical assistance paper on suspension and expulsion.</p>	<p>June 30, 1998</p> <p>Sept. 1997 - June 1998</p> <p>October 1, 1997</p> <p>March 1, 1998</p> <p>September 1, 1998</p>	<p>Completed compliance review forms</p> <p>Completed papers</p> <p>Copies of correspondence</p> <p>Completion of training packet</p> <p>Completed document</p>
615(k)(10) Definitions	<p>Add language to Iowa Administrative Rules of Special Education addressing requirements related to definitions.</p> <p>Develop an analysis grid for the AEAs to evaluate their materials in relation to IDEA.</p> <p>Develop an AEA Implementation Plan with each AEA based upon the results of the analysis.</p> <p>Revise AEA Accreditation Technical Assistance Guide to include this provision.</p> <p>Revise special education compliance review forms to include review of policies and procedures pertaining to implementation of these requirements.</p>	<p>July 1, 1999</p> <p>January 1, 1998</p> <p>May 30, 1998</p> <p>July 1, 1998</p> <p>June 30, 1998</p>	<p>Adoption of new administrative rules</p> <p>Document review</p> <p>Document review</p> <p>Revised TA Guide</p> <p>Completed compliance review forms</p>

## PROGRAM INFORMATION

Subsection/ Paragraph	Actions	Timelines	Method of Verification
(continued)	<p>Convene a student discipline work group to develop topical information papers addressing this and other requirements pertaining to student discipline.</p> <p>Disseminate September 19, 1997 OSERS memo regarding removal of students with disabilities from their current educational placement for ten school days or less to LEAs, AEAs, and other stakeholders.</p> <p>Convene a student discipline work group to develop a training package on this and other IDEA discipline provisions.</p> <p>Convene a student discipline work group to review and revise the Bureau technical assistance paper on suspension and expulsion.</p>	<p>Sept. 1997 - June 1998</p> <p>October 1, 1997</p> <p>March 1, 1998</p> <p>September 1, 1998</p>	<p>Completed papers</p> <p>Copies of correspondence</p> <p>Completion of training packet</p> <p>Completed document</p>

## PROGRAM INFORMATION

Subsection/ Paragraph	Actions	Timelines	Method of Verification
618 Program information	Examine Iowa's Information Management System and determine the status of data entry regarding suspension and expulsion data.	October 10, 1997	Notes: product analysis
	With representatives of the AEAs, determine how information about (1) disability and (2) race and ethnicity is currently collected, coded and stored in the IMS. Cross reference this information with ECSE, LRE, and special schooling (separate classes, separates schools or facilities and private residential facilities). Further this information will be analyzed for reasons for exiting services.	January 15, 1998	Agenda and minutes of meeting
	Form a work group to propose recommended changes in the IMS for the required data collection elements.	March 15, 1998	Agenda and minutes of meeting
	Revise compliance forms to assess the collection and utilization of data on (1) disability and (2) race and ethnicity.	July 1, 1998	Notes: product analysis
	Develop technical assistance material for implementing this component.	July 1, 1998	Product

## PRESCHOOL GRANTS

Subsection/ Paragraph	Actions	Timelines	Method of Verification
619(g)(1)(A) (B)(i)(ii) Subgrants to LEAs. Base payment. Allocation of remaining funds.	The Bureau of Special Education shall distribute the grant funds to the fifteen Area Education Agencies (AEA) in accordance with the prescribed formula under subsection (g)(1)(A)(B)(i)(ii).	Distribution beginning July 1, 1998, and continuing every fiscal year thereafter.	--Accounting system in the State Education Agency and AEAs. --Audits
(g)(1)(B)(i) Allocate 85%	Collect total student enrollment counts for the 376 school districts in Iowa to determine the number of children in public and private elementary and secondary schools.	Annually by 9/30	Basic Educational Data Survey
(g)(1)(B)(ii) Allocate 15%	Work collaboratively with other DE Bureaus and outside agencies such as Title 1, Head Start, and Department of Human Services to determine the relative number of children living in poverty in Iowa.	July 1, 1998	Written documentation of the number
	The Bureau of Special Education will definition "poverty" with input from other programs serving children living in poverty.	July 1, 1998	Written Documentation
	Review the IDEA regulations for timelines required for updating the poverty figures.	July 1, 1998	

## CSPD

Subsection/ Paragraph	Actions	Timelines	Method of Verification
236 653 (b)(2)(B)(i) the number of personnel	<p>No major additions unless regulations add personnel categories e.g. paraprofessionals. If additional categories are added or deleted, data tracking systems will be changed (Basic Educational Data System - AF47).</p> <p>Consider elimination of the requirement to report leadership personnel, and to report personnel by specialization.</p> <p>Rewrite Administrative Rules of Special Education 281–41.20</p> <p>Revise CSPD section in AEA Accreditation Technical Assistance Manual.</p> <p>Develop an analysis grid for the AEAs to evaluate their materials in relation to IDEA.</p> <p>Develop an AEA Implementation Plan with each AEA based upon the results of the analysis.</p>	<p>June 1, 1998</p> <p>July 1, 1998</p> <p>July 1, 1999</p> <p>July 1, 1998</p> <p>January 1, 1998</p> <p>May 30, 1998</p>	<p>Review personnel reports (BEDS AF-47)</p> <p>Document Review</p> <p>Document Review</p> <p>Document Review</p> <p>Document Review</p>
653 (b)(2)(B)(ii) personnel vacancies and shortages	<p>Eliminate requirement to report projected personnel needs in 5 years and leadership requirement in Administrative Rules of Special Education.</p> <p>Develop an analysis grid for the AEAs to evaluate their materials in relation to IDEA.</p> <p>Develop an AEA Implementation Plan with each AEA based upon the results of the analysis.</p> <p>Revise CSPD section in AEA Accreditation Technical Assistance Manual.</p>	<p>January 1, 1998</p> <p>May 30, 1998</p> <p>July 1, 1998</p>	<p>Document Review</p> <p>Document Review</p> <p>Document Review</p> <p>Document Review</p>
(c)(3)(D) needs for inservice and preservice preparation	No change.		

## CSPD

Subsection/ Paragraph	Actions	Timelines	Method of Verification
653 (c)(3)(D)(i) prepare general and special education personnel	<p>Identify licensure issues that are barriers to preparing personnel in critical content areas. Critical areas include teachers of students with hearing impairment, visual impairment and behavioral disorders and interpreters.</p> <p>Develop an analysis grid for the AEAs to evaluate their materials in relation to IDEA.</p> <p>Develop an AEA Implementation Plan with each AEA based upon the results of the analysis.</p> <p>Revise CSPD section in AEA Accreditation Technical Assistance Manual.</p> <p>Compare certification criteria from other states and identify criteria that need to be added or deleted. Negotiate with other states to establish common criteria, if needed. Prepare recommendations and formulate action plan.</p>	<p>July 1, 1998</p> <p>January 1, 1998</p> <p>May 30, 1998</p> <p>July 1, 1998</p> <p>July 1, 1999</p>	<p>Needs assessment report</p> <p>Document review</p> <p>Document review</p> <p>Document review</p> <p>Document review</p>
653 (c)(3)(D)(ii) prepare professionals & para- professionals in early intervention	No change.		
653 (c)(3)(D)(iii) Institutes of Higher Education	No change.		

## CSPD

Subsection/ Paragraph	Actions	Timelines	Method of Verification
653 (c)(3)(D)(iv) collaborative agreements with other states	<p>Identify training programs for which there is insufficient demand within Iowa to provide preservice preparation.</p> <p>Review existing arrangements with other states to determine whether they meet current personnel needs.</p> <p>Analyze shortages to determine if lack of personnel is due to lack of program(s) in Iowa.</p> <p>Identify available programs out of state. Develop agreements with other states if needed.</p>	<p>July 1, 1999</p> <p>July 1, 1999</p> <p>July 1, 1999</p> <p>July 1, 1999</p>	<p>Review analysis of existing arrangements and shortages.</p> <p>Review recommendations.</p>
653 (c)(3)(D)(v) uniformity and reciprocity in the credentialing of teachers and other personnel	<p>Critique existing Iowa credentials for barriers to uniform and reciprocal credentials.</p> <p>Review existing interstate agreements. Analyze personnel data.</p> <p>Negotiate with other states to increase uniformity and reciprocity in credential requirements.</p> <p>Submit recommendations to Iowa Board of Educational Examiners with suggested changes in Iowa credentials, if needed.</p>	<p>July 1, 1998</p> <p>July 1, 1998</p> <p>January 1, 1999</p> <p>July 1, 1999</p>	<p>Review recommendations paper</p>
653 (c)(3)(D)(vi) behavioral interventions	<p>Collaborate with IBI and AEAs, and other DE Bureaus to coordinate IBI plans and State Improvement Plan. Develop/conduct training to prepare personnel to use behavioral strategies.</p> <p>Rewrite Administrative Rules of Special Education 281–41.20.</p> <p>Revise CSPD section in AEA Accreditation Technical Assistance Manual.</p> <p>Develop an analysis grid for the AEAs to evaluate their materials in relation to IDEA.</p> <p>Develop an AEA Implementation Plan with each AEA based upon the results of the analysis.</p>	<p>July 1, 1998</p> <p>July 1, 1999</p> <p>July 1, 1998</p> <p>January 1, 1998</p> <p>May 30, 1998</p>	<p>Review meeting minutes Review State Improvement Plan</p> <p>Document Review</p> <p>Document Review</p> <p>Document Review</p> <p>Document Review</p>

## CSPD

Subsection/ Paragraph	Actions	Timelines	Method of Verification
653 (c)(3)(D)(vii) disseminate-- knowledge, promising practices	<p>Add school board to dissemination plan of CSPD.</p> <p>Rewrite Administrative Rules of Special Education 281–41.20.</p> <p>Revise CSPD section in AEA Accreditation Technical Assistance Manual.</p> <p>Develop an analysis grid for the AEAs to evaluate their materials in relation to IDEA.</p> <p>Develop an AEA Implementation Plan with each AEA based upon the results of the analysis.</p>	<p>July 1, 1998</p> <p>July 1, 1999</p> <p>July 1, 1998</p> <p>January 1, 1998</p> <p>May 30, 1998</p>	<p>Document Review</p> <p>Document Review</p> <p>Document Review</p> <p>Document Review</p> <p>Document Review</p>
653 (c)(3)(D)(viii) ...recruit, prepare, and retain qualified personnel	<p>Revise following documents to be consistent with Federal language:</p> <p>Rewrite Administrative Rules of Special Education 281–41.20.</p> <p>Revise CSPD section in AEA Accreditation Technical Assistance Manual.</p> <p>Develop an analysis grid for the AEAs to evaluate their materials in relation to IDEA.</p> <p>Develop an AEA Implementation Plan with each AEA based upon the results of the analysis.</p>	<p>July 1, 1999</p> <p>July 1, 1998</p> <p>January 1, 1998</p> <p>May 30, 1998</p>	<p>Document Review</p> <p>Document Review</p> <p>Document Review</p> <p>Document Review</p>
653 (c)(3)(D)(ix) integrate with other plans	<p>Identify all professional development plans that address recruitment and training per Iowa and Federal law.</p> <p>Determine which plans overlap or are related to CSPD and the State Improvement Plan.</p> <p>Collaborate with appropriate parties to analyze plans and determine if there are concerns.</p>	<p>July 1, 1998</p> <p>July 1, 1998</p> <p>July 1, 1998</p>	

## CSPD

Subsection/ Paragraph	Actions	Timelines	Method of Verification
(continued)	<p>Make recommendations to revise plans to increase integration as needed.</p> <p>Develop an analysis grid for the AEAs to evaluate their materials in relation to IDEA.</p> <p>Develop an AEA Implementation Plan with each AEA based upon the results of the analysis.</p>	<p>Completion Date of State Improvement Plan</p> <p>January 1, 1998</p> <p>May 30, 1998</p>	<p>Review recommendations</p> <p>Document Review</p> <p>Document Review</p>
653 (c)(3)(D)(x) joint training of parents, sp. ed. and gen. ed.	<p>Identify and prioritize content areas in IDEA 1997 for joint training.</p> <p>Develop guidelines in how to design and deliver joint training.</p> <p>Develop and conduct training, actively involving various parent organizations and educators.</p> <p>Rewrite Administrative Rules of Special Education 281–41.20.</p> <p>Revise CSPD section in AEA Accreditation Technical Assistance Manual.</p> <p>Develop an analysis grid for the AEAs to evaluate their materials in relation to IDEA.</p> <p>Develop an AEA Implementation Plan with each AEA based upon the results of the analysis.</p>	<p>July 1, 1998</p> <p>July 1, 1999</p> <p>January 1, 1999</p> <p>July 1, 1999</p> <p>July 1, 1998</p> <p>January 1, 1998</p> <p>May 30, 1998</p>	<p>Document Review</p> <p>Document Review</p> <p>Document Review</p> <p>Document Review</p> <p>Document Review</p> <p>Document Review</p>

## INFANT AND TODDLERS PROGRAM

Subsection/ Paragraph	Actions	Timelines	Method of Verification
Major name change: Part H to Part C	<ol style="list-style-type: none"> <li>1. Continue to use Part H(C) in written documents until January.</li> <li>2. Inform all partners of name change (DHS, DPH, CHSC) ICEIS, regional coordinators, supervisors and AEA directors, parents.</li> <li>3. Change all written materials to Part C.</li> <li>4. Begin process of renaming whole system.</li> </ol>		<ul style="list-style-type: none"> <li>• Part C is used on all materials</li> </ul>
631(a)(1) Findings and Policy	<ol style="list-style-type: none"> <li>1. Change term, "interagency program," in all state documents from program to system.</li> </ol>	July 1998	<ul style="list-style-type: none"> <li>• documents are changed</li> </ul>
631(a)(4)	<ol style="list-style-type: none"> <li>1. see 638.4b, 638.4c</li> </ol>		
632(1) Definition At Risk	<ol style="list-style-type: none"> <li>1. Add definition to definition of terms list in state application.</li> <li>2. Inform Early Intervention Supervisors/AEAs/ICEIS.</li> <li>3. Inform regional coordinators.</li> <li>4. Have regional coordinators share with regional councils.</li> <li>5. Inform all parties that serving high risk under Part C is still at the state's discretion.</li> <li>6. Inform all about <u>State Services</u> which do include high risk (not Part C) <ul style="list-style-type: none"> <li>• develop and expand <u>Resource Guide</u> to include partnering agency programs for birth to three high risk children</li> <li>• share information with regional coordinators to share at regional council level</li> <li>• regional coordinators and councils identify services/resources at local level.</li> </ul> </li> </ol>	July 1998	<ul style="list-style-type: none"> <li>• service/resource guide developed</li> <li>• definition added to state plan</li> </ul>
633 General Authority	<ol style="list-style-type: none"> <li>1. Make word change (maintain and implement) in all necessary documents.</li> </ol>	July 1998	<ul style="list-style-type: none"> <li>• state application</li> </ul>

## INFANT AND TODDLERS PROGRAM

Subsection/ Paragraph	Actions	Timelines	Method of Verification
634(1) Eligibility	<ol style="list-style-type: none"> <li>1. Discover if Iowa has Indian Reservations geographically located in state.</li> <li>2. Review state statistics regarding Native American populations for children birth to three.</li> <li>3. Review AEA data for numbers of children served indicating Native American children birth to three.</li> <li>4. Identify/talk with Native American “leaders” in designated areas as to the best ways to approach additional child find activities if necessary (regional coordinators).</li> </ol>	July 1998	<ul style="list-style-type: none"> <li>• review data</li> <li>• find and record numbers served</li> </ul>
635(8)(c) Training personnel to work in rural and inner city areas	<ol style="list-style-type: none"> <li>1. Talk with personnel preparation universities and inform of addition.</li> <li>2. Survey: <ul style="list-style-type: none"> <li>• content of curriculum; ethnic awareness, cultural competency</li> <li>• student teaching opportunities in metropolitan areas</li> <li>• coursework on cultural competency in working with families.</li> </ul> </li> <li>3. Work group to discuss possible changes via Project SCRIPT - personnel preparation group.</li> </ol>	July 1998	<ul style="list-style-type: none"> <li>• Minutes from SCRIPT meeting</li> <li>• Survey results</li> <li>• lists of inner-city/urban preservice opportunities</li> </ul>
636(d)(5) Individual Family Service Plan Natural Environment	<ol style="list-style-type: none"> <li>1. Look over new IFSP natural environment statement.</li> <li>2. Add space for new requirement: justification.</li> <li>3. Provide information to AEA supervisors, Early Childhood Supervisors and Regional Coordinators.</li> <li>4. Provide information to parents about definition of natural environments and need (benefits) for children to be in such environments.</li> <li>5. Add to IFSP training and training manual as addendum.</li> <li>6. Make necessary changes to state plan/rules as needed.</li> </ol>	July 1998	<ul style="list-style-type: none"> <li>• revised IFSP form</li> <li>• parent material</li> </ul>

## INFANT AND TODDLERS PROGRAM

Subsection/ Paragraph	Actions	Timelines	Method of Verification
637(3)(a)	1. Word change “has system in effect” on application.	July 1998	
637(3)(b) State Application and Assurance	1. Complete list of <u>services</u> available to infants and toddlers birth to three and their families from Education, DHS, Public Health, CHSC, and parent organizations (formal partners). 2. Include list in state application.	July 1998	<ul style="list-style-type: none"> <li>revised service/resource manual completed</li> </ul>
637(8)(III) Transition	1. Inform ICEIS, AEAs, Regional Coordinators and Early Childhood supervisors about changes. 2. Create parent information. 3. Assist regional coordinators and councils to work on identifying resources in communities available to children three to five which are not Part B services, if not available. 4. Inform service coordinators of changes and gather information as to how they already work. 5. Suggest use of transition plan paperwork for children transitioning into Part B services for children not needing Part B. 6. Service coordinators and parents work together to identify appropriate services and resources. 7. Provide any necessary training information. 8. Change Administrative Rule 41.75.	July 1998	<ul style="list-style-type: none"> <li>presentation package</li> <li>parent information developed</li> </ul>
638(4)(b) 638(4)(c) Use of Funds for High Risk Activities	1. Continue collaboration with “ <u>family asset review</u> ” group with DPH and raise awareness levels of steering group. 2. Create job description for person funded with Part C dollars to head project. 3. Provide guidance and information to project by Part C staff. 4. Assist regional coordinators to build linkages with community hospitals, if not already accomplished. 5. Share information about Project and Early Intervention collaboration with AEA staff, regional coordinators, DHS and Public Health staff, and CHSC personnel at local level.	July 1998	<ul style="list-style-type: none"> <li>person hired to coordinate project</li> <li>public relations material developed and shared</li> <li>family asset tool complete</li> </ul>

## INFANT AND TODDLERS PROGRAM

Subsection/ Paragraph	Actions	Timelines	Method of Verification
638(4)(b) 638(4)(c) Use of Funds (continued)	<ol style="list-style-type: none"> <li>Review state status to discover other state initiatives in DPH and DHS for services available for at-risk 0-3 year olds and families.</li> <li>Participation in designing family asset review to include actions.</li> <li>Begin to implement system.</li> <li>Public relations campaign.</li> </ol>	July 1999	<ul style="list-style-type: none"> <li>system is in place</li> </ul>
640(a) Payor of last resort	<ol style="list-style-type: none"> <li>Add word “secretary of defense funds” to payor documents.</li> <li>Investigate what medical programs would be included that could be utilized by families.</li> </ol>	July 1998	<ul style="list-style-type: none"> <li>word added</li> </ul>
641(b)(1)(h) 641(b)(1)(i) State ICC	<ol style="list-style-type: none"> <li>One representative from a head start agency and one representative from a state agency responsible for child care have been added to the new council.</li> </ol>	Already completed	
641(c)(2) May Advise High Risk	<ol style="list-style-type: none"> <li>Share all changes in IDEA with ICEIS.</li> <li>Add this section to responsibilities of ICEIS.</li> <li>Include in information packet for ICEIS members.</li> <li>ICEIS parents identify other parent representatives for partnering work groups.</li> </ol>	July 1999	<ul style="list-style-type: none"> <li>information shared</li> <li>parent representatives on all work groups in other agencies</li> </ul>